

## Tioga County Historical Society Research Center Usage and Fee Policies

Thank you for your interest in conducting research at the Tioga County Historical Society (TCHS). The information that you seek requires access to the society's research and archival collections. Prior to beginning work, it is important that you understand the policies and fees associated with using the research center:

**1) Before Beginning Research:** Check-in with a staff member. There is paperwork to complete before you begin research. Once you enter the research center, you will only be allowed a means to take notes (paper, laptop, tablet). We have a locking cabinet to store your other belongings, including bags and coats. Please notify staff if you need other items with you due to medical necessity.

**2) Research Center Use:** A \$10 fee is charged for all on-site\* research requests by non-members (does not include copy fees). Depending upon the amount of staff support required, an additional contribution may also be required. This fee is waived for TCHS members in good standing. No other discounts apply. Researchers must use pencil and paper or may use a laptop or a tablet to take notes. Cameras, scanners, and other digital recording devices are prohibited. **Do not remove any materials from shelves or reshelv any materials.** Staff will shelve research center items.

**3) Photocopies:** 8 ½ x 11 black and white copies can be made for \$0.50 per page for non-members and \$0.25 per page for TCHS members in good standing. 8 ½ x 14 black and white copies can be made for \$0.75 per page for non-members and \$0.50 for TCHS members. Researchers are not permitted to use the photocopier; hand documents to a staff member for copying. If research includes obtaining off-site records such as deeds, an additional charge may be levied. **Use of flash drives or similar devices is prohibited unless approved by the Director.**

**4) Digital Images and Digital Image Duplication: Scanning photographs, maps, blueprints, artwork, and other images is PROHIBITED.** Costs for photocopying digital documents are the same as photocopies of print media. TCHS staff can provide high resolution digital image duplication. Costs start at \$25 for a high resolution scan to disk. Note: the image will contain a "Courtesy of the Tioga County Historical Society" watermark.

**5) Off-site research:** Researchers on staff at TCHS may conduct research for those who cannot complete research on-site. The fee is \$30.00 per hour, with a minimum one-hour charge.

**The TCHS does not guarantee that it will locate the information that you are seeking.** The fee structure described above is in place to subsidize the time and effort required to conduct research. Due to the subjective nature of research requests, we cannot guarantee that a search of our collections will always yield a satisfactory result.

\*On-site is defined as research conducted at the TCHS with the researcher present.

# **Tioga County Historical Society Research Center Policies Fees**

## **On-site Research**

\$10.00 per visit (Free for TCHS members and K-12 grade students)

## **Off-site Research**

\$30.00 per hour, with a minimum one-hour charge

Other charges may apply (obtaining deeds, etc.)

## **Photocopies\***

\$0.50 per page (\$0.25 per page for TCHS members) – 8 ½ x 11, black and white

\$0.75 per page (\$0.50 per page for TCHS members) – 8 ½ x 14, black and white

## **Digital Image (photos, artwork, maps, blueprints) Prints and Scans**

\$25.00 for a high resolution scan saved to CD

**Do NOT remove materials from shelves or reshelv materials. Staff will bring research center items to you and reshelv them.**

\*In the case of large-volume projects (50 pages or more), please contact the TCHS Executive Director to discuss pricing.

The TCHS accepts cash, personal checks, Visa, MasterCard, and Discover. Checks should be made payable to TCHS. Thank you for your interest, and best wishes in your research.

**All monetary support directly benefits the Tioga County Historical Society, helping us provide access to our collections and continue our mission to educate the public. Your support helps offset the cost of operating our non-profit museum.**