

BMI Archives Research, Rights, and Reproduction Fees

Location: Baltimore Museum of Industry. 1415 Key Highway, Baltimore, MD 21230. Second Floor, Cannery Building

Research Appointment Hours: Research is by appointment only, Mondays and Wednesdays, 10:00am to 4:00pm, with one week advance notice. Museum admission included if your visit occurs during museum operating hours.

Email: mshirko@thebmi.org **Phone:** 410-727-4808 ext. 112

Payment: The BMI accepts cash, personal checks (made out to Baltimore Museum of Industry), and all major credit cards. *Please Note: All prices below are subject to change without prior notification. Proof of Non-Profit status required.*

RESEARCH CENTER

Archive / Library Use Fees *(includes museum admission if your visit occurs during museum operating hours)*

- Adult - \$12
- Senior [62+] - \$9
- Student [w ID] - \$7

Archives access fees are waived for BMI Members and Donors.

Research Inquiries

This fee applies to archival research performed by staff and/or urgent digitization requests. One hour minimum, may take up to six weeks to complete research. Patrons will be notified when fees apply. \$20 per hour

Pull Fee

A \$30 retrieval fee applies to on-site research visits requiring multiple large record pulls of material stored off-site. Patrons will be notified when fees apply.

RIGHTS & REPRODUCTION SCHEDULE

USE FEES FOR PUBLICATION

(Use fees for publication are in addition to any duplication fees incurred. BMI requests for the BMI Library two copies of any and all publications produced using materials from BMI collections. Notary services are not provided.)

Use Fees for Publication	Regular Fee	Non-Profits/Seniors/Students/Members/Donors
Photographs, documents, drawings, film, video, audio	\$50.00 first item \$25.00 / each additional item	\$25.00 per item
Certification/accreditation fee	\$15.00 per accreditation/record	\$10.00 per accreditation/record

Fee covers a one-time use fee of the image in a specified project and does not in any way signify the transfer of copyright or grant permission for unrestricted reproduction of the image. The BMI does not claim to hold the copyright to all of the images in its collection. It is up to the individual user of the image to clear all copyright issues before using the image. All photographs used for exhibition or publication must carry the following credit line: "Courtesy of the Baltimore Museum of Industry."

DUPLICATION FEES

All items are scanned at 300 dpi and saved as one of the following digital formats (choice of TIFF, JPG, or PDF). Delivery of these files is via flash drive, CD-ROM, or e-mail. Any duplication of an archival item not covered in this fee schedule will be handled on a case by case basis. Photography of archival documents using cell phone cameras is permitted for personal research purposes only. No photography of photographic prints permitted. No personal scanners of any kind permitted.

Digitization Rates*	Regular Fee	Non-Profits/Seniors/Students/Members/Donors
8.5 x 11 paper document (PDF)	\$15.00 / scan (PDF)	\$10.00 / scan (PDF)
8.5 x 14 photo print or negative – black/white or color	\$20.00 / scan	\$15.00 / scan
11 x 17 print / document	\$25.00 / scan	\$20.00 / scan
Oversize material (anything over 11x17)	Digitization performed by outside vendor. Contact mshirko@thebmi.org	Digitization performed by outside vendor. Contact mshirko@thebmi.org
Oversize vendor handling/transfer fee – paper or photo to digital	\$10.00 per item plus vendor's fees	No transfer/handling charge (donor pays vendor's fees directly)

*Add \$5.00 per scan (non-donor rate is \$10) for exhibit quality reproductions (600 dpi or 1200 dpi)

Paper Reproductions	Regular Fee	Non-Profits/Seniors/Students/Members/Donors
Paper to paper photocopies*	\$0.50 / page	\$0.50 / page
11 x 17 print / document or smaller	\$1.00 / page	\$1.00 / page
Oversize material (anything over 11x17)	Oversize reproductions performed by outside vendor. Contact mshirko@thebmi.org	Oversize reproductions performed by outside vendor. Contact mshirko@thebmi.org
Oversize vendor handling/transfer fee – paper to paper	\$10.00 per item plus vendor's fees	No charge (donor pays vendor's fees directly)

Film, Tape, and Audio Duplication Rates	Regular Fee	Non-Profits/Seniors/Students/Members/Donors
Reproduction by an outside vendor	Contact mshirko@thebmi.org	Contact mshirko@thebmi.org
Archival vendor transfer/handling fee – audiovisual	\$20.00 per item plus vendor's fees	\$10.00 per item plus vendor's fees

DELIVERY

Shipping & Handling Fees	Regular Fee	Non-Profits/Seniors/Students/Members/Donors
Mailing CD / documents	\$5.00 minimum up to actual costs	\$5.00 minimum up to actual costs
E-mail (must be capable of receiving large file sizes)	No charge	No charge
Scan/copy to flash drive	\$5.00 per order plus above digitization costs	No charge (document or photo digitization rates above still apply; donor must provide flash drive)
Scan to CD	\$5.00 / each additional CD	\$5.00 / each additional CD

****Photography of archival documents using cell phone cameras is permitted for personal research purposes only. No photography of photographic prints permitted. No personal scanners of any kind permitted.**

PHOTOGRAPHY OF ARTIFACTS AND EXHIBITS

Photography of Collections or Exhibits	For-Profit	Non-Profit/Member/Senior/Student
Site use fee requiring exclusive use	\$1000 up to four hours \$2000 for four to eight hours *\$50 per hour beyond 8 hours in one day. Deposit required for non-members.	\$500 up to four hours \$1000 for four to eight hours *\$50 per hour beyond 8 hours in one day. Deposit required for non-members.
Site use fee requiring non-exclusive use	\$100	\$50
Collections use in film or publications	Curatorial charges will be assessed at the rate of \$25 per hour, per person, for artifact retrieval, preparation and preservation while in use. Curatorial staff has the final decision in how artifacts are used.	Curatorial charges will be assessed at the rate of \$25 per hour, per person, for artifact retrieval, preparation and preservation while in use. Curatorial staff has the final decision in how artifacts are used.
Professional staff fee	\$25 per hour, per person for BMI staff involved in production; \$50 per staff as required beyond 8 hours in one day.	\$25 per hour, per person for BMI staff involved in production; \$50 per staff as required beyond 8 hours in one day.