

### BMI Research, Rights, and Reproduction Fees

Research is **by appointment only**. Contact archives@thebmi.org or 410.727.4808 x112. Payment is accepted by credit card only.

#### RESEARCH POLICIES AND FEES

<b>Access Fee to Archives, Library and Archival Storage Facility Research Services</b>	<b>\$15.00 per visit</b> (waived for BMI members) <b>\$40 per hour</b>
<i>Fee applies for urgent research, consultation services or research performed by BMI staff on your behalf. Research fees apply whether or not any relevant information is found. General inquiries about our holdings and ready-reference questions will be answered without charge.</i>	
<b>Off-Site Archives Pull Fee</b>	<b>\$50 per visit</b>
<i>Fee applies for off-site record pulls exceeding 10 boxes per visit.</i>	
<b>Transport of audiovisual records to off-site digitization vendor</b>	<b>\$20 delivery and \$20 pick-up</b>
<i>Reproduction of audiovisual materials is performed by an outside vendor. If the material has not been previously digitized, the researcher must also cover the cost of a standard quality digital reference copy for BMI's archives. Due to unique climate and handling requirements, transport fees apply for delivery and pick-up of items handled by off-site vendors.</i>	

#### REPRODUCTION FEES

PDF scan of paper document up to 20 pages	\$20 per record
PDF scan of paper document exceeding 20 pages	\$1 per page
Photo print or negative (JPEG or TIFF at 350dpi)	\$20 per image
High resolution photo, print, or document scan (up to 1200dpi)	\$30 per digital file
Delivery via email or FTP, Google Drive, WeTransfer, etc.	No charge
Paper photocopies	\$1 per page
Shipping fee for paper photocopies or flash drives	\$10 flat rate
VHS to MP4 conversion	\$40 per hour of tape
Oversize drawing scans	\$3.50 per linear foot

*Any requests not covered by this fee schedule will be handled on a case-by-case basis.*

#### PUBLICATION AND BROADCAST USE FEES

<b>License Fee</b> for use in printed publications, broadcast, or film distribution	<b>\$50 per reproduction</b>
<b>Certified copies</b> (can be used for legal purpose in lieu of the original record)	<b>\$25 per certification</b>

- Use fees are **in addition to** any duplication fees incurred and apply to all media types (film, photo, document).
- Fee covers one-time use 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 items 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."**
- The BMI requests, for use in our library only, two copies of any book or film produced using material from the BMI collections.

## FILMING AND PHOTOGRAPHY OF EXHIBITS AND OBJECT COLLECTIONS

Filming or photography of exhibits 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.)

Filming or photography of exhibits requiring non-exclusive use

**\$100 per day**

Photography of individual collection objects

**\$25 per hour** (includes artifact retrieval, preparation and preservation while in use.)

Professional staff fee

**\$25 per hour for each staff person** involved in production or retrieval; **\$50 per hour, per staff person** as required beyond 8 hours in one day.

*Curatorial staff has the final decision on how artifacts are used.*