**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

**Access Fee to Archives, Library and Archival Storage Facility**  $15.00 per visit *(waived for BMI members)*

**Research Services**  **$40 per hour**

*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.*

**Off-Site Archives Pull Fee**  **$50 per visit**

*Fee applies for off-site record pulls exceeding 10 boxes per visit.*

**Transport of audiovisual records to off-site digitization vendor**  **$20 delivery and $20 pick-up**

*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.*

## 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

**License Fee** for use in printed publications, broadcast, or film distribution  **$50 per reproduction**

**Certified copies** (can be used for legal purpose in lieu of the original record)  **$25 per certification**

- 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 research 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**

**New photography of individual collection objects**

**$500 for up to four hours** (includes artifact retrieval, preparation and preservation while in use.)

**Professional staff fee**

**$100 per hour for each additional staff person** involved in production or retrieval

## MOVING IMAGE FEES

**Digitized 16 mm or 35 mm film electronic file**

**Non-profit: $60 for the first five minutes.**
**$10 per each additional minute**
**Commercial: $200 for the first five minutes.**
**$35 per each additional minute**

**Materials Release and Licensing Fee**

**Non-profit: $50 per reproduction**
**Commercial: $75 per reproduction**

**Previously digitized film file on DVD or Bluray**

**$3.50 per disk**

* *Please note that not all previously digitized film will fit on a DVD because of large digital file sizes. In this case, a Blu-ray disk or USB Flash is needed*

**Previously digitized film file on USB Flash Drive**

**$5.00 per drive**

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