

Ravalli County Museum & Historical Society Archives Policy and Research Fees

The Ravalli County Museum has one of the largest historical archives in Western Montana. It is run by the non-profit Ravalli County Museum & Historical Society, with limited operational funds from Ravalli County. Because we are committed to maintaining this resource and making it available to the public, we have fees to help offset the cost, as well as policies in place to protect the resources.

Please note that members of the Ravalli County Museum & Historical Society, school groups and government agencies receive reduced rates for Archives research. Please support the museum and save money by joining.

Archives Research Fees for Society Members / School Groups / Government Agencies

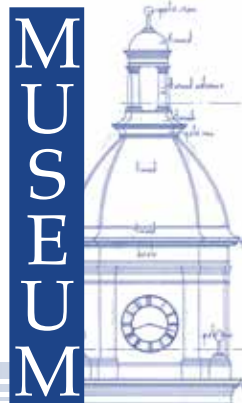
- Museum Staff-Assisted Research - \$10/hour
- Do-it-yourself (includes a brief orientation to get you started) - FREE
- Reproduction Fees:
 - Photocopies - \$0.25
 - Digital Scans/emailed, per scan - \$3.00
 - Digital Scans/to CD, per scan - \$4.00
 - Duplicate CDs (extra disk) - \$2.50
 - Photo Prints on Photo Paper - \$5.00

Non-Members

- Museum Staff-Assisted Research - \$20/hour
- Do-it-yourself (includes a brief orientation to get you started) - \$10 per hour, prorated
- Reproduction Fees:
 - Photocopies - \$0.50
 - Digital Scans/emailed, per scan - \$6.00
 - Digital Scans/to CD, per scan - \$8.00
 - Duplicate CDs (extra disk) - \$5.00
 - Photo Prints on Photo Paper - \$10.00

Archives Research Policies

1. Check in with a museum staff member and sign the Archives Research Sign-in book on the front counter.
2. Please track your Archives usage on the form below.
3. Museum staff will retrieve files for you from the Vertical File and Photo File.
4. Researchers are not allowed in the library (vault) unless accompanied by a museum staff member.
5. When removing cards from a card file, always insert a placeholder in the empty slot.
6. If you are not familiar with how to use the microfilm reader, ask a staff member for instructions before beginning. Please do not run the film off the reel. If this happens, contact a staff member for assistance before attempting to rewind the reel.
7. Because misfiled items can be lost forever, museum staff members will re-file all items you use. Do not re-file card file cards, microfilm cartons, or bound newspaper books. Place cards or microfilm cartons on top of their respective cabinet, and leave bound newspaper books on a table where you have been working.
8. The museum does not loan or check out items from the Archives. However, we have several reproduction options. Contact a museum staff member if you need help with reproductions. Ask for a Special Collections rate sheet.
9. If you are given permission to use Archives images in print or online publications, photo credit must be given to the Ravalli County Museum.



Ravalli County Museum Archives Research Tracking Form

When finished researching, please bring this form to a museum staff member for payment. Thank you!

Name _____ Phone _____

Address _____ Email _____

Date _____ Start time: _____ End time: _____

	Quantity	Member Fee	Non-Member Fee	Total
Research Hours - Staff		\$10/hour	\$20/hour	
Research Hours - DIY		FREE	\$10/hour	
Photocopies		\$0.25	\$0.50	
Scans - email		\$3 per scan	\$6 per scan	
Scans - CD		\$4 per scan	\$8 per scan	
Duplicate CD		\$2.50	\$5	
Photos Scan and Print		\$5	\$10	
			Total Fee	

Make checks payable to Ravalli County Museum or BRVHS.

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