

School Sisters of St. Francis Archives Services

Services

The Archives welcomes all visitors to come and enjoy our historic collection in person. There is no fee for scheduling a research appointment, viewing records during an appointment, donating materials to the Archives, or having a consultation with the Archivist.

If you wish to have the research conducted by Archives staff, the first hour is free. For a larger request or if you are interested in digital images or photocopies of materials in the Archives, the following fees are associated with those services to help defray the cost of maintaining the equipment, supplies and resources needed to support those types of requests.

Reproduction Services

Photocopies \$0.25/page

Scanned images \$2.00/image

Scanning services (scans beyond five images)

\$25.00/hour

The Copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Securing copyright clearance, permission to publish or reproduce materials within the School Sisters of St. Francis Archives is the responsibility of the researcher. As specified in the law, archives are authorized to furnish a photocopy or other reproduction if the copy is not "used for any purpose other than the private study, scholarship or research." If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

Research Services

Reference/Research (beyond the first hour)

\$25.00/hour

Permission to Publish

Permission to reproduce documents, photographs, and any other images or materials from the School Sisters of St. Francis Archives is granted for a "one-time only" use of the item and may be subject to fees unless otherwise indicated. Permission requires application in writing and any subsequent or additional uses must be applied for in writing and are subject to additional fees. Permission to publish does not take effect until the permission form is completed, signed and approved.

Standard Commercial Use \$100.00/image

Non-Profit Institutional Use \$20.00/image