



# JANET ENZMANN LIBRARY & ARCHIVES

## Research & Education Price List

All fees must be paid up front. They can be paid via check or digitally on our website.  
Contact our archivist Patti Holm, to request services at: [arc-ichs@whidbey.net](mailto:arc-ichs@whidbey.net)

### Research

For professional research into your family tree, land or building information, or any other information in our archives, the fee is \$30 for up to two hours (payable in advance) and \$10 an hour for each subsequent hour. Any additional fees will be billed at the end of the research project.

### Education

For history sessions with a docent or the archivist, the fee is \$5 per person plus a flat fee of \$20 per hour. Large groups and School tours should contact the museum for scheduling and additional information.

### Scans & Digital Prints

**Digital Prints** - Including but not limited to: images, maps, photographs, reproductions from our collection, book pages, and architectural drawings

Black and white or color prints on archival paper:

8x10 or smaller	\$10
11x14	\$12
16x20	\$14

Photoshop adjustments are additional \$20/hour with a \$10 minimum

Black and white or color prints on archival paper and mat:

8x10 or smaller	\$15
11x14	\$20
16x20	\$25
Over 16x20	\$30

Large prints (16x20 and up) and matted prints will have an additional hourly fee for labor of \$30 per hour added to the cost of the print. Minimum fee of \$30.

**Digital Scans** - Flatbed, newspaper clippings, individual image scan & and large artwork scanning.

Flatbed scanner with image resolution of 300dpi:

8x10 or smaller	\$5 per image
11x14	\$6 per image
16x20	\$7 per image

### Delivery Methods

Digital items will be delivered to you via email for free, or by memory stick for an additional cost of \$5.  
If you want a file scanned and then printed, additional printing costs will apply.



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### Video & Audio Duplication

Copies of video or audio files in the museum collection may be copied to a memory stick for an initial cost of \$10. Additional files may be added to the memory stick for \$5 each.

### Rush Jobs

Turn around time is generally within three weeks. If you need a job sooner, that will be considered a rush job. All rush jobs have a flat fee of \$50 added.

### Permission to Use Images and Files: Fair Use

Once you have ordered a print or a scan, you cannot use it for anything other than classroom use, student projects, personal display, or research without formal permission from the Museum.

For any other use, including advertising, publication, broadcast, products, commercial display, websites, public display, or anything else not listed in the paragraph above, you must submit an **Application for Permission to Use Form**. Once your form has been received and approved, you will receive an invoice and a letter giving permission for the specific use that you requested. You must give credit to the museum using the required language.

All items should be credited as follows:

From the Collection of Island County Historical Society Museum Library and Archives. The accession number should also be included.

For Example:

From the Collection of Island County Historical Society Museum Library and Archives. 2013.003.001.

### Usage Fees

Use of Library & Archives materials are subject to a use fee charged per image or a standard service fee. Promotional use of an image is included with use fees. Please refer to the Application for Permission for Use form for fee schedule.