The Robert S. Peabody Museum of Archaeology
Fee Schedule for Collections Services

Staff research:
This service is provided by the Collections and Archives staff for those researchers that are unable to come to the Museum to do their research. The Collections and Archives staff will search documents and objects on a specific topic, site, or excavator and report back to the researcher with their findings. If the research requires photographs of objects or photocopies of documents, they must pay additional fees which are listed below under “Photocopying” and “Photography”.

$35 per hour (minimum charge of $35)

Photocopying:
Photocopying of documents in the Museum’s collections will be done upon request by the Museum staff for researchers in need of specific documents. If staff research time is involved in locating specific documents, an additional fee (listed above) will be charged.

Regular paper: $0.50 per page
Archival paper: $1.00 per page

(If researchers do the photocopying themselves, the fees are $0.10 per page for regular paper and $0.50 per page for archival paper)

Outgoing Loans:
Outgoing loans of the Museum’s objects are only done to institutions or individual researchers with institutional backing. If requested, a quote for the shipping, packing, and conservation costs can be provided to the borrower before the loan is shipped.

Loan administration: $100
All packing and shipping costs
Conservation costs (if applicable)

Photography:
The Collections staff can photograph Museum objects upon request, if a photograph of the object does not exist in the Museum’s collection. If there is already an image of the object in the Museum’s photographic collection, only duplication charges will be charged.

Photographing objects: $25 per object

Digital Printing:  
8x10 color print: $15
4x6 color print: $8

Scanning: $15. per image

CD for digital images: $1

Film and developing costs for new negative or slide: (to be determined)

Optional archival slide sleeves: $0.75 per page

10/3/12
Slide duplication from an existing slide: (to be determined)

Print from slide: $20

Print duplication from print: (to be determined)

Print from negative:

8 x 10 black and white print from negative: $15 per print

Print from glass plate negative: (to be determined)

Print from lantern slide:  5x7-$18.00
                        8x10-$26.00

Print from nitrate negative: (to be determined)

Video duplication: (to be determined)

Reel film to video: (to be determined)

**Reproduction Fees** (one-time, inside editorial, full page or less):

Museums, nonprofit organizations, research journals: $25.00
Publishing companies, other commercial use:  $50.00

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Cover, add %100
Re-use fee: %50 of original fee
Special items (posters, calendars, notecards, record covers, etc.): fees are determined on a case by case basis at the discretion of the Museum.