

## ARCHIVES RESEARCH POLICY AND FEE SCHEDULE

The Archives are open by appointment. No one will be admitted to the archives in the absence of the Archivist, or designated volunteer.

### *Researchers in Person:*

1. A minimum charge of \$10. Is required to initiate research. This fee is waived for members in good standing and students.
2. For all users there is a charge of \$25. For every hour of the Archivist's' time when consultation and research is done, with a maximum charge of \$75. per day. This includes locating documents and returning them to their appropriate files.
3. Researchers must use pencils only, wear gloves and are not allowed to have food or drink in the archives.

### *Researchers by mail, telephone and internet:*

1. There is a minimum charge of \$25. To initiate research and report back to the user by mail or email. This charge applies to everyone and includes one hour of the Archivist's time. Photocopying .25 per page. Scans \$7. Per item.
2. When additional research is required, \$25. Per hour or part hour required to find the information and report to the researcher.
3. Research will begin when initial payment is received. Payment may be made by Credit Card, E-transfer or cheque. Cheques should be made payable to Brome County Historical Society, 130 Lakeside, Knowlton Qc. J0E 1V0