**Research Services, Guidelines and Fees**

**Onsite Research**

* We are open to visitors by advanced appointment only. Please contact info@historictrappe.org to schedule an appointment.
* Onsite research fee is $20 per day for non-members, due at the time of appointment. There is no fee for members.
* We accept checks made payable to “Historic Trappe,” cash, or via PayPal

**Research Services**

* If you are unable to visit us in person, our staff can perform research on your behalf. Depending on staff availability, we may also be able to conduct off-site research for you (such as deed research in the Montgomery County archives). Prior to sending in payment, contact us at info@historictrappe.org with your request and we will do our best to help.
* The on-site research service fee is $35 per hour, with searches generally limited to four hours. Offsite research service is $50 per hour. Offsite research services are also available such as Montgomery County Recorder of Deeds, Register of Wills and/or Archives. Advanced payment is required. Fees are non-refundable.
* We accept checks made payable to “Historic Trappe,” cash, or PayPal

**Reproduction & Photography Fees**

* Scanning or photocopying of any documents is to be performed by Historic Trappe staff only. Charges begin at $.25 per page. Scanning setup fee begins at $7 plus .25 cents per page.
* With permission of Historic Trappe staff only, still photography (camera or cell phone) may be allowed for personal use only. No flash may be used. All other electronics and recording devices are prohibited at all times.

**Digitized Image Fees (for images supplied by Historic Trappe)**

$10/image for personal use only (not to be published or shared)

$50/image for non-profit/educational use for publications, exhibitions, etc.

$100/image for commercial use. Contact Historic Trappe staff for more information.

**Handling & Use of Archival Records**

* When handling archival documents, researchers are required to have thoroughly washed and dried their hands.
* Handle all archival materials with care. Only pencils may be used to take notes. Do not make notes on or write on top of original documents. Do not erase anything. No tracings or rubbings are permitted.
* Open and view documents from one folder of a box at a time. The existing order and arrangement of material must be maintained as it is. Leave documents arranged in their folder in the same order as found. If an item appears to be out of order, please notify a staff member.

**Publication**

All researchers must secure written permission from Historic Trappe to publish, reprint, or reproduce materials. The researcher assumes all responsibility for clearing reproduction rights and for infringement of U.S. Copyright Code. One copy of the publication with the image(s) must be donated to Historic Trappe as soon as the work has been published.

**I understand all of the above services, guidelines and fees.**

 Printed Name Signature Date

**STAFF USE ONLY**

First Visit: [ ] Yes [ ] No

 Historic Trappe Staff Member

Comments: