



Metuchen-Edison Historical Society Archives Access Policy

In-Person Research Appointments

Archives access available by appointment only, on most Tuesdays and Thursdays between 11:00 am and 5:00pm.

Special Weekend access may sometimes be available, at a rate of \$50. per appointment, with an additional \$25. per hour for anything beyond 2 hours. The Board and/or the Archives Chair may reduce or waive these fees for students, non-profits, or any other appropriate use, at their discretion.

Remote Research Requests

A Remote Research Request is defined as research utilizing archival collections facilitated by the Society via mail, email, or telephone at the request of an outside party. A flat fee is charged for any research requests requiring more than 15 minutes and under 1 hour to complete, with \$35 for an individual or non-profit and \$45 for a commercial entity. If additional time, beyond 1 hour, is anticipated, it will be at the rate of \$35 per hour for an individual or non-profit and \$45 per hour for a commercial entity. Prepayment is required. Cost for sending digital copies is an additional .50 cents per page. If physical copies are required to be sent, the cost will be .50 cents per page, and postage and handling will be additional.

Copying or Scanning Documents

Board policy dictates that documents do not leave the Grimstead Room. The cost for copying or scanning documents, or for providing digital copies, is .50 cents per page. Copies, including digital, will be provided upon receipt of the appropriate fee.

Photographs

See the Society's Photograph Reprint Form/Release for prices and terms. For researchers who may desire copies (not photograph reprints) of photographs and images in our archives for purely research usage, *copies* may be made at the Society's or Archivist's discretion. The researcher must sign a Photograph Reprint Form/Release Form and would incur the above-stated photocopying fees per image.

Researchers requesting to take *photographs* of images in our collection likewise need to complete Photograph Reprint Form/Release Form, but are subject to the minimum Reprint Fees on that form. Requests for digital scans of Society images, for both commercial and non-profit use, are handled by the Archives Committee on a case-by-case basis.