



The History Museum Archives Order Form
422 2nd Street South
Great Falls, Montana 59405
406-452-3462 archives@thehistorymuseum.org

Order Date: _____ Phone: _____

Name: _____ E-mail: _____

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Type of Order: Photograph (see below, check one box) Research Photocopies

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Postage CDs -- \$4

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Signature of Requester: _____ Date: _____

The History Museum Archives Fee List

Photocopies

| | |
|--|------|
| Letter/Legal, per page..... | .25 |
| Naturalization Papers (per individual name)before 1906 | 3.00 |
|after 1906 | 5.00 |
| Maps, blueprints, and copies over legal size, minimum per page | 8.00 |

Photographic Reproductions

| | |
|---|------|
| Digitized 600 dpi-scanned to CD or sent electronically, per image | 8.00 |
| CD | 1.00 |

Usage Fees for Images – (in addition to reproduction costs)

Personal Use; Municipal, State or Federal Agencies; Montana Newspapers and Television Stations (news use only)..... No Fee

Non-Profit Organizations (officially recognized) Half of fees listed below

Books for profit

| | |
|---------------------------|------|
| Under 10,000 copies | \$10 |
| 10,000 – 49,999 | \$20 |
| 50,000 and over | \$50 |

Periodicals / Series for profit

| | |
|--------------------------------|------|
| Under 50,000 circulation | \$10 |
| 50,000 – 99,999 | \$25 |
| Over 100,000 | \$50 |

Public Display (Commercial Space or Exhibition) \$25

Advertisements / Promotion (postcards, posters, brochures, calendars, etc.)

| | |
|----------------------------|-------|
| Montana | \$20 |
| National / Worldwide | \$100 |

Broadcast Film / Television / Video / CD Rom Presentations

| | |
|----------------------------|-------|
| Local Productions | \$10 |
| National Productions | \$50 |
| Worldwide | \$100 |

Websites / Web Publications \$50

Research

By Archival Staff

| | |
|---|-------------|
| Per hour, minimum one hour | \$20 |
| Includes up to 10 photocopies and postage | |

Effective April 5, 2012