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ARCHIVES AND LIBRARY
REFERENCE SERVICES, COPIES AND FEES**

(Prices subject to change at any time.)

The Indiana Historical Society (IHS) provides reference assistance to researchers who visit the William Henry Smith Memorial Library and to customers who contact the IHS by telephone, letter, or e-mail. Inquiries must include the requestor's name and address. To facilitate a timely and accurate response, customers are encouraged to read information, directions, and referral contacts on the main Library Reference page.

Please allow two to three weeks for a response to a written inquiry. Requests are answered in order of receipt. If a prompt reply is needed, please call Library Reference at (317) 234-0321.

Fees apply for making and/or using copies or reproductions, and an hourly rate applies for any non-instructional research or other assistance by the IHS requiring more than 30 minutes. For more information about what constitutes non-instructional research, please contact Reference to discuss this option. As a courtesy, the IHS provides names of professional researchers if a project is beyond the scope of usual services. All arrangements between requestor and a private researcher are the requestor's responsibilities.

Photocopying Policy

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Fee Schedule
(Effective
1/1/2021)

Type	Non-Member	Member (includes non-profits, teachers, and students)
Paper Copy of Collections Material	\$0.35/page	\$0.25/page
Photocopy Scan of Collections Material	\$0.50/page	\$0.40/page
Service Fee for Copy Services (PDF scans or paper copies)	\$10 for 1-100 \$20 for 101-200	\$5 for 1-100 \$10 for 101-200
Large Order Service Fee, minimum one hour (applies to copy orders over 200 pages, image orders over 25 images, and oversize materials needing special handling)	\$25/hour	\$20/hour
Research Fee, minimum one hour (billed in 20 minute increments thereafter (rate includes up to 25 paper or PDF copies)) ⁺	\$60.00/hour	\$30.00/hour ⁺⁺
Type	COMMERCIAL	NON-COMMERCIAL
Black & White Print (5x7 or 8x10 inches)	\$15.00	\$10.00*
Black & White Print (11x14 inches)	\$25.00	\$20.00*
Hi-res Digitization (600 dpi)**	\$15.00	\$10.00*
Previously Digitized Images/Existing Digital File	\$5.00/each	\$5.00 (for first 5 images) \$5.00/each (image 6+)
Previously Digitized Files/Existing Digital File (PDFs, Word documents, etc.)	\$10.00	\$5.00
Old Format/Analog Media (Film Reels, etc.) to Blu-ray/DVD/CD/Digital File	\$80.00	\$60.00*
VHS/Audio Cassette/Disc to Disc/Digital File	\$20.00	\$15.00*
Use Fees (contact: visualcollections@indianahistory.org)	Prices vary	Prices vary

*Members receive a 20% discount off the non-commercial price.

**Special handling fees may apply.

⁺Standard Reference Requests requiring 30 minutes or less do not incur at Research Fee. Research requests are limited to 2 hours per request with exceptions considered by Reference staff on a case by case basis.

⁺⁺Members receive one free hour of research each membership year discounted member rate applies for research needed beyond one hour. Discounted pricing may be considered on a case by case for students or those experiencing a financial hardship.