



I. Archives Use Policy

1. The archives are open to the public by appointment. Please contact the Curator to arrange a visit.
2. Archive use is free to members. A \$5.00 fee will be charged to non-members.
3. Researchers must sign in and out of the Archives and be willing to provide name, address, and identification.
4. Coats, bags, and other belongings not used for note taking are to be left in the designated area.
5. With permission from BCHS, visitors are permitted to take their own digital photographs for research purposes in the library with a camera or cell phone, with flash disabled. For any images used for other purposes, image use fees will apply (see Section III). It is the responsibility of the visitor to keep complete and accurate citations for any items photographed.
6. Food, beverages, and smoking are prohibited in the Archives.
7. Researchers may use the card catalog, books, and the Vertical File without assistance. Researchers may not enter the stack area containing archival materials. Staff will retrieve desired materials.
8. Staff reserves the right to deny access to certain items based on condition or other reasons.
9. Researchers may have only one box of materials at a time.
10. Care must be taken to ensure that materials within boxes and folders are kept in order.
11. When handling archival materials, hands should be clean and dry.
12. Pencils only are to be used for taking notes in the Archives.
13. Materials do not circulate. Items are not to be removed from the Archives by researchers.
14. Manuscripts that are reproduced, quoted, or cited will be credited with the phrase "(Name of Collection), Berkshire County Historical Society, Archives Collection."

II. Research Policy

1. BCHS reserves the right to deny a request depending on condition of materials, staff availability, and in accordance with copyright restrictions.
2. A Research Request Form should be filled out by the researcher, with as much detail as possible, including sources already consulted.
3. Due to the limited availability of our staff and volunteers, research requests may take time to be fulfilled. If you are working with a deadline, please contact the Curator.
4. Research Fees
 - A. To ensure that the Archives can continue to make its historical research materials available, we must recoup some of our expenditures from the users of materials. Fees help to defray the costs of staff time, reproduction of materials, and proper housing for the materials.
 - B. The first hour is free for members. For non-members, the charge is \$15.00 per hour or portion thereof, with a minimum of a one hour charge. Quick look-ups cost \$5.00 each.



III. Photograph Reproduction and Publication Policy

1. All requests to reproduce or publish photos must be made in writing or by email, and the Application for Permission form will be completed.
2. Images will not be altered in any way. Requests to crop images for detail purposes will be cleared with BCHS.
3. An invoice will be sent with images. A business may be billed but individuals should pay upon receipt. Checks should be made payable to The Berkshire County Historical Society. Payment can also be made at <https://berkshirehistory.org/berkshire-historical-society/support-arrowhead/>. Please reference invoice number with payment.
4. If requesting physical images, all shipping fees will be paid by the purchaser. Photos are shipped by U.S. Postal Service priority mail.
5. Permission to publish photo is granted in writing for one-time use (single edition in one language).
6. Reproduction fees will be paid by the purchaser. This does not include the publication fee.
7. Images will be credited with "From the Berkshire County Historical Society at Arrowhead." All images remain the property of BCHS.
8. BCHS does not assume any responsibility for infringement of copyright or of publication rights for materials held by others. The applicant assumes all responsibility for obtaining permission from copyright holders, and is subject to any claims under the Copyright Law and laws of libel as the result of publication.
9. If a photograph is published, BCHS requires that two complimentary copies of the publication be sent to the BCHS archives.
10. All physical photo reproductions will be stamped "The Berkshire County Historical Society."
11. BCHS reserves the right to deny requests for reproduction of images due to sensitivity of materials, content contrary to our mission, or other reasons at the discretion of BCHS.
12. Fee Schedule is as follows:
- 13.

Books and Print Media	<i>Black and White Image</i>	<i>Color Image</i>
Nonprofit, non-commercial	\$15	\$20
Nonprofit, commercial	\$40	\$50
Nonprofit, book cover	\$50	\$75
For-profit, commercial	\$75	\$100
For-profit, book cover	\$200	\$300



Film and Broadcast	<i>Black and White Image</i>	<i>Color Image</i>
Film, network, and cable broadcast, national	\$125	\$150
Film, network, and cable broadcast, international	\$150	\$175
Local or public television broadcast	\$40	\$50
Nonprofit or educational slideshow	\$10	\$10

Decoration or Exhibit	<i>Black and White Image</i>	<i>Color Image</i>
Nonprofit exhibit	\$30	\$40
Reproduction or exhibit	\$100	\$125
Oversize outdoor use	\$75	\$100

Internet Use	<i>Black and White Image</i>	<i>Color Image</i>
Nonprofit	\$25	\$35
Commercial, >6 months	\$75	\$100

Nonprofit organizations must provide written documentation of nonprofit status. In cases of for-profit institutions, exceptions may be made for public relations purposes at the discretion of BCHS.

IV. Photograph and Reproduction Fees, personal use. For any use beyond that, Publication Policy as outlined in Section III will apply.

1. Prints (digital reproduction)
 - A. 5x7 or smaller: \$15.00 per copy
 - B. 8x10 \$25.00 per copy
 - C. For larger prints, a price will be quoted
2. Scanning
 - A. Low resolution jpeg: \$2.00 per image for members, \$4.00 for non-members.
 - B. High resolution TIFF files: \$8.00 per image for members, \$10.00 for non-members.
3. Photocopying
 - A. Photocopies of documents are 25 cents for black and white, and 50 cents for color.
 - B. May be included in research fee at the discretion of BCHS.
4. For other media, please contact the Curator.

Rates may vary depending on services performed. Charges for services not covered will be determined at the time of request. These rates do not cover shipping fees.

Discounts available for for-profit institutions are at the discretion of BCHS.