

GUIDELINES/FEES FOR SERVICES: MENNONITE HISTORICAL LIBRARY & GOSHEN COLLEGE ARCHIVES

The Mennonite Historical Library strives to provide access to our holdings without direct cost to students and employees of Goshen College and Anabaptist Mennonite Biblical Seminary. These institutions provide ongoing financial support for the collection. Other users can expect to pay modest fees and/or face some difference in service levels. Fees and service limits reflect partial recovery of actual reproduction costs and the need to manage staff time.

The Goshen College Archives has no allocated staff time and is stored remotely. Due to minimal processing of the records, access to some records may not be possible. Service to remote users (requests via email, phone, mail) is limited and usually includes modest fees.

In addition to guidelines/fees indicated below, the MHL reserves the right to set limits on the number of reproductions and frequency/amount of research assistance. Factors informing limits beyond those outlined below include: the quantity, condition, and/or copyright status of materials to be reproduced, frequency and complexity of requested reference service, availability of staff to carry out requests.

Reference Service for MHL Materials & for GC Archives

SERVICE	GUIDELINES/FEES
Library reference service for researchers who visit the MHL	<ul style="list-style-type: none"> ● No fees and no defined limit on staff time. ● Staff will focus on identifying and providing access to relevant materials but will not engage in exhaustive research on behalf of the researcher
Library reference service for remote inquiries (phone, email, mail)	<ul style="list-style-type: none"> ● Staff will spend up to 30 minutes on any given query. ● If more extensive research is required, researchers should arrange to visit the library themselves or recruit someone who can carry out the research on site on their behalf. ● MHL does not keep a list of potential researchers.
GC Archives reference service for researchers who visit the MHL	<ul style="list-style-type: none"> ● Unpublished archival materials stored remotely, so no “drop-in” access, ● Internal (GC/AMBS) researchers should contact the MHL 48 hours in advance of desired use (shorter notice internal requests handled if staff available). ● External researchers wishing to consult GC Archives must contact the MHL 1 week in advance and provide info about what they want to see. ● MHL staff will respond to requests with information regarding any access restrictions or scheduling difficulties. ● See also retrieval fees below.
GC Archives reference service for remote inquiries (phone, email, mail)	<ul style="list-style-type: none"> ● No charge for information about holdings/collections that staff is able to provide without retrieving material. ● Staff research in collections: \$30 for up to 1 hour of staff time to check information in collection. ● If more extensive research is required, researchers should arrange to visit the library themselves or recruit someone who can carry out the research on site on their behalf. ● MHL does not keep a list of potential researchers. ● See also retrieval fees below.

Fees for reproductions & permissions

SERVICE	GUIDELINES/FEES
Images taken with researcher's phone/camera	<ul style="list-style-type: none"> MHL encourages researchers to make reproductions with their own phone/camera (no fee if images for private research use). MHL may deny permission based on condition of original, quantity, copyright issues.
Photocopies/scans made by staff (researchers select materials)	<ul style="list-style-type: none"> 0.10/image (no minimum charge) MHL waives scanning fees for GC/AMBS students and employees (unless for personal research unrelated to studies/employment).
Photocopies/scans made by staff for remote users (staff select materials)	<ul style="list-style-type: none"> Minimum charge \$5.00 for up to 15 pages, then 0.25/page. MHL waives scanning fees for GC/AMBS students and employees (unless for personal research unrelated to studies/employment).
External reproductions of still images, other audio or visual resources	<ul style="list-style-type: none"> <i>All users:</i> Requests that cannot be fulfilled with MHL equipment will be quoted at actual costs incurred by MHL from external providers + service fee of \$30/hour for MHL staff time devoted to fulfilling request. MHL waives the service fee for staff time when filling requests by GC/AMBS students and employees for projects related to their studies/employment.
Retrieval fees for GC Archives materials in remote storage	<ul style="list-style-type: none"> No fee for GC/AMBS students or employees or other retrievals resulting from administrative needs of GC. \$15 for first round trip (<=4 boxes); \$10 for each additional round trip Note: Each round trip (to retrieve and then return materials) requires approximately 30 minutes of staff time.
Rights to reuse reproductions of audio or visual resources	<ul style="list-style-type: none"> No fees for GC/AMBS administrative/educational uses. Requestor will submit a Reproduction Use Permission Request Form. See chart below for permission fees (in addition to reproduction costs). Publishers/distributors of any hard copy or digital version of a reproduction will also supply MHL, at no charge, a deposit copy of the entire work in which the reproduction is used.

PERMISSION FEES	Non-profit & News Organizations	Commercial Organizations
<i>Still images</i>		
Print publication (book, journal, etc.)	\$15	\$50
Print publication – Cover image surcharge	\$10	\$25
Display or exhibit	\$15	\$50
Film/documentary	\$50	\$100
Television: Local market	\$75	\$100
Television: National/International market	\$50	\$200
Web site (low resolution only)	\$50	\$100
Advertising or merchandise	Negotiation required; fees start at \$75	Negotiation required; fees start at \$200
<i>Film footage (with or without sound)</i>	\$30/second	\$30/second
<i>Audio footage</i>	\$30/minute	\$30/minute