



Reproduction and Permission Fees

Fee structure approved by Archives Commission December 14, 2017

Remote Researcher Rate: after first ten minutes, \$15/hr Genealogy, \$40/hr Other

Translation Services: 20 cents/word, plus 10% Archives handling fee (\$10 minimum)

Certifying Letter Fee (for DAR Certification): \$10

Remote Memoir Order: \$10 first memoir, \$5 each additional memoir (up to 5 per order), including copy, S&H

Setup Fee for all image reproduction orders: \$10 processing fee per staff order for in-house reproductions,
\$20 processing fee per staff order for out-of-house reproduction work

Digital Image Reproduction Charges (per item):

Free – by customer, in reading room on-site, with digital or smartphone camera for personal use only

25 cents – per printed page photocopy of scanned items in Reading Room computers (memoirs, etc.)

\$2.50 per scan (150 dpi) – on-site, for originals 8.5” x 14” or less

\$5.00 per camera quality image (300-1200 dpi) – on-site, for originals 8” x 14” or less

\$10 minimum per image –for oversize or special attention items done to customer specs off-site - pass through to customer of variable charges for handling and imaging each item

Permission Fees (per item, per use):

Free – for personal reference and use, with no internet distribution or publication rights

Free – for sharing of images on social media and Web sites, for images found on our social media and Web site

Free – for agencies and employees of the Moravian Church, Southern Province, and its affiliates, when used for church work

Free, plus copy of publication for the Archives – for pre-approved academic and religious publications; and for journalistic reporting about the work of the Archives

\$25 per image per use, plus image showing use for the Archives – for non-commercial publication by a non-profit institution

\$30 per image per use, plus image showing use for the Archives – for fixed-site display by academic, religious, and non-profit institutions

\$40 per image per use, plus image showing use for the Archives – for fixed-site display by a commercial enterprise

\$50 per image per use, plus image showing use for the Archives – for commercial publication by a non-profit institution, or commercial enterprise

revised 03/18