



## RESEARCH POLICY & FEE SCHEDULE

No one may work in the Archives in the absence of the Archivist or his/her representative.

A **pre-arranged appointment** is required and can be made at (450) 248-3153 or email direct at [rladuke@museemissisquoi.ca](mailto:rladuke@museemissisquoi.ca). The Archives are open year-round Mondays, Tuesdays and Wednesdays from 9:00 a.m. until 4:00 p.m.

### VISITORS TO THE PREMISES

- There is a minimum charge of ***\$10.00 to initiate*** a piece of research in the Archives. You have to sign in, state what the research is about, discuss it briefly, and be guided by the Archivist to the indexes for consultation. For members in good standing, and students only, the initial fee is waived.
- Research conducted by the Archivist is ***\$15.00 per hour***. This charge applies to all users, whether they are members or not.
- The usual admission charge ***to enter the Museum*** for non-members applies, even if one only wishes to go to the Archives.
- There is no charge for using the premises when reading the archival materials.

### RESEARCH REQUESTS BY MAIL/EMAIL/TELEPHONE

- There is a minimum ***initial charge of \$15.00*** to initiate a piece of research.
- If more detailed research is required, the charge is ***\$15.00 per hour***.

### OTHER CHARGES

- There is a ***charge of \$0.50*** for photocopies.
- There is a ***charge of \$8.00*** for scans.

Please contact us concerning special photo requests.