



Lacey Museum Fee Schedule and Policies

Access/Inspection of Records/Viewing Collections

- Onsite research, retrieval of and access to museum materials is always free.

Research by museum staff

- Patron-requested research by museum staff: \$15 per hour (first ½ hour free)

Photocopies of paper records, printed (paper) copies of electronic records, or use of City's equipment to photocopy records

- 15 cents per page

Items scanned into an electronic format, or use of City's equipment to scan

- 10 cents per page

Files and attachments uploaded to email, cloud-based data storage services, or other means of electronic delivery

- 5 cents for each 4 electronic files or attachments

Files and attachments transmitted in an electronic format, or the use of City's equipment to send the records electronically

- 10 cents per gigabyte

Reformatting/copying analog media (ex: cassette tapes)

- Actual cost

Digital storage media or device provided by the City of Lacey

- Actual cost

Container or envelope used to mail the copies

- Actual cost

Postage or delivery charges

- Actual cost

Oversize scans (larger than 11x 17)

- Actual cost to outsource

Non-Profit Use/Publishing Fees

- \$5 per image (book, magazine periodical, broadcast, etc.)
- No fee for newspapers
- No fee for website, blogs or other non-commercial online uses

Commercial Use/Publishing Fees – online, in print, multimedia, online or display

- \$25 each

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General

- All requests will be responded to within 5 business days, not including the day the order was received.
- All requests will be fulfilled electronically either by email (<10MB) or file transfer site, unless otherwise requested.
- Customers may request a cost summary prior to order fulfillment.

Requests for Public Records in the Museum Collection

- Requests may be made via the City Clerk's office or directly with the Museum Curator.
- If the records are not immediately available, the following will be provided:
 - an estimate of time needed to respond to the request
 - an estimated date by which the records will be produced
 - whether the records will be provided all at once or in installments

Fees

- Payments may be required before copies are released to the requestor, and can be made by cash, money order, or check made payable to the City of Lacey
- In the event a request is estimated to exceed \$25, the requester may be required to deposit an amount not to exceed 10% of the estimated cost prior to the duplication of record(s).
- Charges may be combined if more than one type of charge applies.
- If an order is completed in installments, payment may be required as each installment is provided.
- If a request or an installment is not claimed or reviewed, the museum may close the request.
- Services and fees are subject to change without notice except as required by City policy and Washington State or federal law.

Patron responsibility

- All records are to be left as originally organized and not altered or rearranged in any way.
- All items are to be handled carefully and as directed by staff.

Copyright/Permissions

- The Lacey Museum grants permission only for one-time use of items in its collection. Intended use must be stated in writing, appropriate fees paid, and approved by the Museum before permission is granted.
- All images must be credited as follows: **Courtesy of the Lacey Museum** and in some cases, additional donor or collection credit is required.
- The user is responsible for securing any necessary permission from a copyright holder.
- One example of the printed, published or produced object shall be provided to the Lacey Museum at no cost.

Requests to View Collections Not Covered by the Public Records Act

- Requests to view collections must be made at least two weeks in advance.
- The requester must provide their name, affiliation, contact information and nature and purpose of their inquiry.

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- Requests for access may be limited or delayed by staff availability.
- Requests may be denied for access to objects that are fragile, in poor condition, sacred, restricted by donation requirements, as prohibited by law or as prohibited by museum or City policy.
- Requests are usually reviewed and approved by the Museum Curator. They may also be reviewed by the Historical Commission at the request of staff or the patron.