History Jackson Hole Research Center

175 E. Broadway Ave, PO Box 1005, Jackson, WY 83001

Operations & Fee Schedule

Research Assistance

History Jackson Hole provides up to one hour of complimentary preliminary research assistance for each research inquiry. This may include searching the Museum's catalog, identifying potentially relevant collections, and sharing existing inventories or catalog information related to the researcher's topic.

Requests requiring additional staff research beyond the initial 1 hour, such as reviewing collection materials, conducting detailed searches, compiling information, or researching on behalf of someone who cannot visit the Research Center, are billed at $40 per hour, plus any applicable reproduction, scanning, photocopy, or mailing fees. Staff will notify the researcher before beginning billable work. Assisted research is offered on a limited basis depending on staff capacity. For extensive requests, please allow approximately 4-6 weeks.

- **Fee:** First hour complimentary; additional staff research $40/hour
- **Paperwork:** Conditions for Use Agreement required if reproductions are used
- **Timing:** 2-3 weeks for typical requests, allow approximately 4–6 weeks for extensive requests. Approval required before billable research begins.
- **Limit:** Subject to staff capacity

Research Center Appointments

Researchers may schedule an appointment to view collection materials at the Research Center at no charge. Collection materials are securely stored adjacent to the Research Center and are not available for browsing. All visits require advance coordination with Museum staff. Prior to an appointment, researchers will be asked to identify specific topics, collections, or materials they wish to view. Museum staff will assist with identifying relevant materials, retrieve and prepare materials for the appointment, and supervise their use in the Research Center. Appointments are limited to two hours and are subject to staff availability. Please schedule at least four weeks in advance when possible.

Research Center appointments provide supervised access to Museum collections but do not include staff conducting substantive research on the researcher's behalf. Staff facilitate access, provide guidance on collection use, and answer reasonable questions during the appointment.

- **Fee:** No charge
- **Paperwork:** Conditions for Use Agreement required if reproductions are used
- **Timing:** Schedule appointments at least 4 weeks in advance
- **Limit:** Appointments limited to 2 hours
- **Researcher responsibility:** Identify topics, collections, or materials they would like to view in advance

High-Resolution Image Files

High-resolution digital image files are available for most images, depending on size and quality of original physical photograph. Some images may be restricted from reproduction or publication, and fragile materials may not be suitable for scanning. History Jackson Hole reserves the right to decline a reproduction request based on condition, copyright, donor restrictions, or staff capacity. All researchers requesting a file must complete the *Conditions for Use Agreement* form and pay the applicable fees.

Type	**Fee**
High-resolution digital image file (300 DPI or higher)	$25 per image
Commercial use of image files (one-time fee per project)	$100 per project

The $25 image fee covers the provision of a high-resolution digital image file for personal or research use. Commercial use, including publication in a book, magazine, marketing collateral, advertising, merchandise, or other promotional or revenue-generating use, requires an additional $100 one-time fee per project.

- **Fee:** $25 per image; additional $100 per project for commercial use
- **Paperwork:** Conditions for Use Agreement required
- **Timing:** 2-3 weeks for typical requests
- **Limit:** Subject to condition, copyright, donor restrictions, and staff capacity

Digital Reference Scans of Documents

History Jackson Hole can provide digital reference scans of documents when staff time and the condition and format of the material allow. Fees help cover staff time associated with retrieval, handling, scanning, and processing.

Request Size	**Fee**
Previously digitized materials or 1-10 pages	$10
11-25 pages	$25
26-50 pages	$50
51-100 pages	$100

Staff-created document scans are generally limited to 100 pages per request. Fragile, bound, oversized, or other special-format materials may not be suitable for scanning or may require an additional fee based on staff time. Requests exceeding 100 pages are not part of the Museum's

standard scanning service. Researchers are encouraged to schedule an in-person appointment to view and, when appropriate, photograph materials themselves. Extensive or unusual digitization requests may be considered on a case-by-case basis.

- **Fee:** $10 for 1–10 pages; $25 for 11–25; $50 for 26–50; $100 for 51–100
- **Paperwork:** Conditions for Use Agreement required
- **Timing:** 2-3 weeks for typical requests
- **Limit:** Generally 100 pages per request; larger or unusual requests considered case by case
- **Alternative:** Researchers may schedule an in-person appointment and, when appropriate, photograph materials themselves

Photocopies

Photocopies are available when the condition and format of the original material allow. Photocopy fees are charged per page and requests are limited to 100 pages.

Type	Fee
Black and White	$0.15 per page
Color	$0.25 per page

- **Fee:** $0.15/page black and white; $0.25/page color
- **Paperwork:** Conditions for Use Agreement required
- **Timing:** 2-3 weeks for typical requests
- **Limit:** Maximum 100 pages; subject to condition and format

Student Fees

History Day and elementary/middle/high school students are exempt from research fees. Undergraduate and graduate students may be eligible for reduced research fees. Standard reproduction, scanning, photocopy, publication, and mailing fees may still apply, particularly for large or staff-intensive requests.

Additional Information

All reproduction and research services are subject to the condition of the original materials, copyright and donor restrictions, and staff capacity. History Jackson Hole will issue an invoice once Conditions for Use Agreement form is complete, and fees are expected to be paid in full before research results, reproductions, or publication images are provided.