

Duplication and Cost Recovery Fees

The first ten 200 dpi TIFF scans (not including photographic prints), photocopies, or microfilm scans per project request will be provided free of charge (including CD).

- Any additional 200 dpi TIFF images requested will be provided at an additional cost recovery charge of \$5.00 each.
- Any additional CDs will cost \$1.00 each.
- Only orders of five TIFF images or less can be sent electronically. Otherwise, orders will be mailed on CD.
- 8.5 x 11 inch photographic prints from scans cost \$7.00 each.
- Microfilm scans and photocopies cost \$0.20 each.
- Higher resolution TIFF images or other special requirements will be provided based on a cost recovery charge of \$15.00/hour. Services provided on this per hour basis include scanning, downloading, burning CDs and compiling caption information.
- Archives staff will estimate time needed to complete an order at the time the order is placed, but researchers will be billed based on actual time spent by archives staff to complete the order. Time will be charged in half hour increments.
- There will be no charge for on-site staff consultation, research assistance, retrieval of images from storage, or other incidental tasks.
- Archives staff will provide 1 hour remote research at no charge per project request.

Instructions for Ordering

- Please have exact change available when ordering on-site. Checks are payable to **Keweenaw National Historical Park**. We do not accept credit cards.
- Your order will not be processed until a request form and payment are received by the archives staff.
- Please allow 2 - 6 weeks for delivery of prints, photocopies, digital, and microfilm scans, as processing requests is dependent on staff workload and availability.
- Orders will be mailed via USPS unless otherwise specified. If shipment via Federal Express is desired, researcher must furnish a **FedEx account number**: _____.
- Requests of a general nature cannot be filled. Please list a specific collection name, and image number, or description.
- Send this form and check or money order to:

Keweenaw National Historical Park
Attn: Archivist
P.O. Box 471
Calumet, MI 49913

Credit Line Information

When crediting the park, please cite “National Park Service, Keweenaw NHP” and include the collection title; the catalog, box, folder, and image numbers; date; and credit the creator of the item if known (e.g., photographer). An example is:

National Park Service, Keweenaw NHP, Curto Collection, Album 4, #023 Tamarack Cash Market, ca. 1900.

If you have questions about how to credit use of the collection, please contact the park Archivist at 906/337-1207, ext 260.