



IMPERIAL COUNTY HISTORICAL SOCIETY PIONEERS' MUSEUM

373 East Aten Road Imperial California 92251 (760) 352-3211

IN HOUSE RESEARCH POLICY

Archival documents and photos can only be retrieved by staff unless otherwise agreed upon. Researchers are allowed to view the items from the archives only in the museum office and may not take archival items off premises. A minimum charge of 25.00 per hour of research assistance will be assessed, with each additional hour charged at \$25.00. Charges for reproductions of photos from archives will be \$25.00 per photo for personal use, and \$50.00 for photos used for publication and public display. Printed copies or photos taken of documents will be charged \$.25 per page or image. No charge will be incurred for the time spent by the researcher reviewing documents and photos. The researcher will be advised of additional charges based on the amount of additional time spent by staff for assistance.

- Research is by appointment only.
- Photos will be allowed of documents by the researcher by their own camera or cell phone only if instructed by the archivist.
- No backpacks will be allowed when research is being conducted.
- Researchers will be required to use established museum procedures for handling and review of documents and photos.

Please provide your contact information in the space below:

Name: _____

E-Mail: _____

Address: _____

City/State/Zip: _____

Phone: _____

Name of Researcher

Museum Representative

Signature

Signature

Date

Date

"Make History Live!"