



Research Request and Image Fees

- The Aurora History Museum and Historic Sites charge commercial and non-profit users fees to support the maintenance of the collections. Fees are charged for staff time, reproductions, and use. Possession of reproductions does not constitute permission for use.
- Users are responsible for any questions that they may encounter with copyright. The Aurora History Museum and Historic Sites do not claim copyright for all collection materials.
- In-person appointments for research do not guarantee the researcher permission to handle the materials.
- The Aurora History Museum and Historic Sites reserve the right to restrict use or reproduction of materials.
- Users who request a reproduction will have to sign the Collections Use Agreement. Permission for use is only granted once the agreement is signed and dated by both parties and all fees are paid.
- One-time use is granted under the agreement unless otherwise stated. Further use of any kind will require written permission and may require additional fees. Rights are not transferable without written permission.
- If the reproduction will be published or displayed publicly in any way images must be credited "Courtesy of the Aurora History Museum". Credit must be displayed with the image as a caption or label.
- Images are not to be altered in any way. For example, cropping, cleaning up the image, adding color, etc.
- A complimentary copy of any publication or broadcast using collections materials should be sent to The Aurora History Museum and Historic Sites 15051 E Alameda Parkway Aurora, CO 80012.
- Images may not be re-used, transferred, re-sold, donated, or copied to another individual, group, or organization without written permission from The Aurora History Museum and Historic Sites. Fees may apply.
- Requests for research and reproductions could take 2-3 weeks to complete.

Research Request Fees:

Staff Time

Research	\$5.00 per 30 minutes
Object Retrieval	\$5.00 per 30 minutes

In-Person Appointment

Staff Time	\$5.00 per 30 minutes
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(A staff member must accompany you during research and retrieve objects for you.)

Personal Use Image Fees:

These fees are for personal use only. Commercial use fees are located below.

Photocopy of Documents: .25 per copy

Black and White Prints:

5 x 7	\$10.00 per image
8 x 10	\$15.00 per image
11 x 14	\$20.00 per image
Other Sizes	Priced upon request.
From a negative	Additional \$10.00 per image

Color Prints:

5 x 7	\$15.00 per image
8 x 10	\$20.00 per image
11 x 14	\$25.00 per image
Other Sizes	Priced upon request.
From a negative	Additional \$10.00 per image

Digital Copy of Image:

(All images are scanned at 600 dpi unless otherwise specified. Images are emailed or stored on a CD.)

JPEG Format	\$5.00 per image
TIFF Format	\$7.00 per image
Add 100 dpi to scan	\$1.00 per 100 dpi increase.
Compact Disk Storage	\$2.00 per CD

Commercial Use Fees:

These fees are to be used if the researcher will be collection materials for public display of any kind. Social Media posts on organization pages and public facing posts on personal pages are considered public display.

Books, guides, brochures, and flyers:

1 to 5,000 copies	\$12.00 per image used
5,001 to 9,999 copies	\$32.00 per image used
10,000 to 24,999 copies	\$77.00 per image used
Over 25,000 copies	\$102.00 per image used

Serials, magazines, and newspapers:

Under 50,000 circulation	\$12.00 per image used
50,001 to 99,999 circulation	\$27.00 per image used
Over 100,000 circulation	\$52.00 per image used

Videotapes, videodisks, CD-ROM or other software use:

Under 500 copies	\$27.00 per image used
Over 500 copies	\$77.00 per image used

Special Uses:

Public display	\$27.00 per image used
Book, Video, CD jackets or covers	\$52.00 per image used
Commercial motion picture/TV broadcast: one time use	\$77.00 per image used
Commercial motion picture/TV broadcast: unlimited rights to use in one production in perpetuity	\$202.00 per image used
Advertising	\$102.00 per image used
Internet, commercial, and web pages: one year of use	\$102.00 per image used