



Remote Collections Access Policy and Fees

If you are unable to visit the Museum in person, the Museum's archivists can carry out collections research on your behalf, based upon staff availability. This fee structure also applies in instances involving especially fragile material, where the research must be handled by staff. The first 30 minutes of staff time is free; please refer to the fee structure below for research requiring more than 30 minutes.

Remote collections access fees:

- Express – \$150 per hour, response within 24 hours subject to staff availability.
- Weekly – \$100 per hour, response within 5 business days.
- Standard (commercial organizations) – \$60 per hour, response within 2 weeks.
- Standard (individuals and non-profit organizations) – \$40 per hour, response within 2 weeks.

Remote collections access policies:

- Research services are limited to objects in the collection of the Museum of the City of New York.
- Time is billed in 15-minute increments (credit or debit card, only).
- Monetary or time restrictions may be placed on a project by either the Museum or the requestor.
- In addition to the time spent searching, you will be charged for time required for retrieving and returning items as well as time spent preparing the response.
- You will be billed for search time even if the information or image requested is not found.
- Any digital photos, scans, or low-resolution images of collections materials are provided under the provisions of "fair use" as described by United States copyright law, and are intended only for scholarly or private use. Only high-resolution files provided by the Museum may be used for reproduction, publication, or public display. Reproducing any materials or content from the Museum's collection in any copy format (digital or print) via any medium requires permission of the Museum.
- Researchers must fill out an additional Application for Permission to Publish if they intend to publish reproductions or other content from Museum materials, including manuscripts and ephemera.
- For further information about fees and procedures, please contact the Museum's Rights and Reproductions Department at rightsandrepro@mcny.org or 917-492-3375