

## Chapter 2: Municipal Archives Research Service and Copy Fee Schedule

### § 2-01 Vital Records.

\$15.00	Search of birth, death or marriage record in one year and one City/Borough for one name and issuance of results, i.e. one certified copy of the record, or a "not found" statement.
\$2.00	Per additional year to be searched in one City/ Borough for the same name.
\$2.00	Per additional City/Borough to be searched in one year for the same name.
\$0.00	Per additional certified copy of birth, death or marriage record.
\$6.00	Certified copy or transcript of birth, death, or marriage record, requested over-the-counter at 31 Chambers Street, when certificate number is provided.
\$5.00	Use of microfilm reader machine, per day, or part thereof, for consultation of birth, death or marriage records or indexes.
\$5.00	Exemplification of a birth, death, or marriage record.

### § 2-02 Digital Services.

\$40.00	Per high resolution scan, color, of item up to 11" × 14".
\$2.00	Per low resolution scan of item up to 11" × 14" (this service not available for photographs).
\$5.00	Additional fee for delivery of scanned items on disk.
\$30.00	Per copy of disk containing archival material previously digitized (except photographic images).

### § 2-03 Photocopying.

\$0.25	Per copy, up to 11" × 14" (self-service).
\$0.50	Per copy, 11" × 17" (self service).
\$0.25	Per copy, from microfilm (self-service microfilm reader/printer; not available for vital records).
\$0.50	Per copy, from microfilm of a "tax" photograph.

### § 2-04 Photographic Reproduction (Still Photography).

\$45.00	Per print (b&w or color 8" × 10" or smaller) on resin-coated paper or digital equivalent, except 1939/40 "tax" photographs.
\$35.00	Per print (b&w 8" × 10" or smaller) on resin-coated paper, 1939/40 "tax" photograph.
\$80.00	Per print (b&w 8" × 10" or smaller) on fiber paper.
\$60.00	Per print (b&w or color 11" × 14") on resin-coated paper or digital equivalent, except 1939/40 "tax" photographs.
\$50.00	Per print (b&w 11" × 14") on resin-coated paper, 1939/40 "tax" photograph.
\$110.00	Per print (b&w 11" × 14") on fiber paper.
\$120.00	Per print (b&w or color 16" × 20") on resin-coated paper or digital equivalent.
\$175.00	Per print (b&w 16" × 20") on fiber paper.
\$60.00	Per 4" × 5" color transparency (\$15.00 surcharge for objects larger than 16" × 20").
\$35.00	Set-up fee for 35mm color transparency (for the first object).
\$5.00	Per additional 35mm color transparency.
100%	Rush Surcharge (48 hours, or less; not available for all photographic services).

Additional charges for oversize, cropping, or other services and products.

### § 2-05 Photographic Reproduction (Moving Images).

\$75.00	Per hour, preservation and access fee to view original tape footage for which no intermediary exists.
\$75.00 and up	For the first ten seconds (or less) tape copy on Betacam SP. Fee includes permission for use and will be determined based on the type of production (commercial, or non-profit), distribution (North America only or world wide), and the type of license (e.g. one-time broadcast, broadcast with home video/DVD, broadcast with all media). Additional charges for theatrical and other exhibition.
\$20.00	Per additional second tape copy on Betacam SP (commercial use).
\$15.00	Per additional second tape copy on Betacam SP (non-profit use).
\$25.00	Per duplicate time-coded viewing copy.

#### **§ 2-06 Microfilm Reproduction.**

\$30.00	Per roll, 35mm or 16mm diazo microfilm.
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#### **§ 2-07 Other Fees.**

\$15.00 and up	Publication or license fee, per item (except moving images) reproduced. Publication or license fees will range from \$15.00 for editorial use in a scholarly publication, up to \$75.00, or more, for any use of a reproduction of a still image, document, or other archival item in any type of product or media including post-card, poster, book, magazine, newspaper, newsletter, film, video, television, or web-site, based on the type of proposed use.
\$1.00	Certification of record other than birth, death or marriage record.
\$200.00	Exhibition loan fee, per item.
\$75.00	Per hour, for conservation services, not including materials.