



## MUSEUM OF CHINESE IN AMERICA RESEARCH FEES & FAQ

*Access to MOCA's Archive and Collections are available by appointment free of charge.*

### **REPRODUCTION FEES (for reference/personal use only):**

**Please note:** Requested materials are distributed to researchers on a case-by-case basis.

CD-Rs may be purchased from the Museum for \$5 each. Alternatively, researchers can bring their own blank CD-Rs.

### **Digital image duplication (high-res files):**

Digital file (extant):

\$5 per image

Digital file (not extant):

\$10 per image

### **Media File Digitization/Duplication (audio, VHS, and DVD):**

\$30 per media file

### **Photocopies:**

25¢/page

### **SHIPPING & HANDLING:**

\$5 minimum charge

### **PUBLICATION & LICENSING FEES:**

- Reproduction, public display, or distribution of an image from the Museum's collection from any copy format (digital or print) via any medium requires the permission of the Museum.
- The Museum determines and collects a permission fee for such uses.
- Fees will vary depending on the specifics of each request, including medium, print run, distribution, and purpose, and are subject to change.
- Uses in advertisements, film, digital formats, newspapers, magazines, calendars and other high exposure or technologically advanced media are negotiated on a case by case basis.
- Uses deemed "personal" by the Museum do not require the payment of a permission fee.
- Scholarly use fees apply to uses that are clearly grounded in scholarly pursuits, such as monographs and dissertations. In most cases, "scholarly use" fees will also apply to the publications of not-for-profit organizations.

### *EXHIBITION FEES:*

#### Image reproductions

Non-Profit: \$50 per image

For-Profit/Commercial Display: \$200 per image

#### Originals (photographs, documents, library materials, and objects)

Cost for originals is determined on a case-by-case basis.

### *FREQUENTLY ASKED QUESTIONS*

1. **Where are you located and what are your hours?**

Our Collections & Research Center is located at **70 Mulberry Street, 2<sup>nd</sup> Floor**, and is open to researchers (by appointment only) Monday through Friday, 10am-6pm.

2. **What should I bring?**

Photo identification is mandatory.

3. **What can I use in the facility? What is prohibited?**

Researchers are permitted to use **only pencils and laptops** for the purpose of note-taking on the premises. We **do not allow** pens, markers, chewing gum, food & drink, cameras, cell phones, coats, or bags during research sessions; these items can be left in a place designated for personal belongings.

4. **How can I make payment?**

We accept cash, check, or credit card. Credit card charges will be processed within one week of your research session.

5. **May I borrow from the Library?**

No. We treat our books and publications as a collection and do not circulate our materials to external parties.