

Research Fees & Policies

Dec. 2009

Contact information calpacarchives@cst.org

- \$5 Flat fee for general research (includes up to 5 pages of black-and-white photocopies)
- \$.25 Per page for black-and-white photocopy requests (also applies to cost per page for general requests that call for more than 5 pages to be photocopied).
- \$1 Per page for color photocopy of either a document or photograph
- \$2 Per digital copy of either a document or a photograph
- \$1 Per CD or DVD if researcher does not want digital copy of a photograph or document to be emailed

Fees are NOT charged to the following individuals, agencies, or institutions:

1. Members and all agencies of the California-Pacific Annual Conference
2. Members of the Western Jurisdiction and the General commissions on Archives & History
3. Archivists from other United Methodist Conference Archives
4. Faculty & Staff of Claremont School of Theology

*Neither the Cal-Pac Archives nor CST Library currently has the ability to create oversized document or photograph reproductions. If a request calls for an oversized or otherwise special reproduction, the archivist will be required to use the services of an off-site company, such as the locally owned King's Copies or Kinko's. If a special request is from someone who will be charged for assistance, please inform him that he will be charged for any and all additional costs involved with using an outside company. When expenses are accrued for special requests and the general fees have been waived for the individual or agency, submit receipts to the chairperson of the Cal-Pac Commission on Archives & History for reimbursement.