

White Bear Lake Area Historical Society Research Library Policies and Fees

The WBLAHS Research Library regular hours: Tuesday-Thursday, 10:00 am-1:00 pm or by appointment. The WBLAHS Office and Research Library will be CLOSED on any holiday that falls on the above.

Research Library Services & Fees

White Bear Lake Area Historical Society invites you to do your own research at no charge in the White Bear Lake Area Historical Society Research Library. No food or drink is allowed in the Research Library. Ink pens and markers are not allowed in the Research Library. Researchers will be asked to register when using the library.

Fees for research by White Bear Lake Area Historical Society staff:

- First 15 minutes FREE.
- Each additional half hour (non-member) = \$20.00
- Each additional half hour (White Bear Lake Area Historical Society member) = \$15.00

Research fees will be billed in 30 minute increments with a 30 minute minimum (beyond the first 15 minutes). Please indicate the maximum amount of time we should spend on your research request. By placing this order, you authorize us to increase your order total for the amount of time we spend, up to the maximum amount you authorized.

Photocopies

- 8 1/2" x 11" = \$0.25 per page
- 8 1/2" x 14" and 11" x 17" = \$0.50 per page.

The White Bear Lake Area Historical Society limits photocopying to a maximum of 25 pages per person per day, dependent on staff availability to do the copying.

White Bear Lake Area Historical Society reserves the right to decline to reproduce fragile items.

Digital Imaging Services

All files are created using a flatbed scanner. All scans will be emailed as a .jpg (JPEG) which can be opened by most operating systems.

- 150 dpi, low resolution scans: \$7.00 per scan
(web display, power point, school reports, photocopies, reproduction, etc.)
- 300 dpi, medium resolution scans: \$20.00
(desktop publishing, newsprint, reports, etc.)
- 600 dpi, high resolution scans: \$30.00
(publishing, books, advertisings, etc.)

Note: Possession of White Bear Lake Area Historical Society images does not give permission for using it. If you would like to use images for advertising or purposes beyond general decoration, please contact us for current use fees.

Payment

Mail and phone orders must be prepaid by check or credit card.

Send payment or purchase order or any inquiries to:

Research
White Bear Lake Area Historical Society
PO Box 10543, White Bear Lake, MN 55110
Phone: (651)407-5327

Shipping and Handling

- \$5.00 for purchases up to \$20.00
- \$10.00 for purchases over \$20.00 to \$50.00
- \$20.00 for purchases over \$50.00

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This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.