



Town of Burlington
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Office of the Town Clerk, Archives Division

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ARCHIVES FEE STRUCTURE

Reference Service

For Town of Burlington departments, committees and committees: Reference service will be provided free of charge within reasonable limits.

For individuals or organizations outside the Town of Burlington who are engaged in professional or personal research: Up to one hour of reference service will be provided free of charge. Reference services above one hour will be billed at \$20 per hour and will be billed in 15 minute increments. Same day-rush fee for phone and fax information is \$10. Payment is required prior to the release of research results. **All reproductions are produced at cost and are subject to change, based on vendor pricing.**

Photocopying

All photocopying will be done in accordance with established rules and regulations. For specifics, please see the *Photocopying and Other Reproduction Services* section. Researchers may copy material from the ready reference collection e.g., annual reports and street lists. Researchers may photocopy other material at the discretion of the Archivist or other member of the Town Clerk's office.

8-1/2 x 11 - 11 x 17	Photocopy/laser prints made by researchers.....	10 cents each
8-1/2 x 11 - 11 x 17	Photocopy/laser prints made by Archives staff.....	20 cents
8-1/2 x 11	Color copies*	\$1
8-1/2 x 14-11 x 17	Color copies*	\$2

Microfilm Printouts

20 cents per page

Photograph Reproduction

As of 8/99 this cost is what our vendor charges us:

8 x 10	Black and white photo (if negative exists)	\$6.00
8 x 10	Black and white photo (if negative does not exist)	\$16.50
8 x 10	Color photo (if negative exists).....	\$10
8 x 10	Color photo (if negative does not exist).....	\$11
8 x 10	Inkjet printer output on glossy photo paper--almost identical to a photo.....	\$3

Digital Scanning (if an image does not already exist)

\$5 per scan.

Microfilm Reproduction

\$10 per roll

Computer Printouts

50 cents per page

Plans and Drawings

25 cents per square foot. For instance, 36" x 48" plans would cost \$4/page. 11 x 17 reproductions cost \$3.50/page.

Mailing Labels

2 cents per name

Written estimates will be provided for costs over \$10. The Archives and Town Clerk reserves the right to waive fees or to require note taking if reproduction would endanger the original. Checks should be made payable to: Town of Burlington, 29 Center St., Burlington, MA 01803.

* May not be available for images, in order to preserve the original. Output on inkjet glossy paper is available.