



Sisters of Mercy of the Americas
Mercy Heritage Center
720 Heritage Center Place
Belmont, North Carolina 28012

SERVICES

There is no fee for scheduling a research appointment or viewing records during an appointment. If you prefer to have the research conducted on your behalf, or are interested in high quality digital images or prints, the following schedule lists the fees associated with such additional services. For most service requests, the turnaround time is 5-15 business days after we have received the necessary paperwork and payment.

REPRODUCTION SERVICES

Photocopies or photocopier scans

Black/White	\$0.25 per page
Color	\$0.75 per page

Transcripts \$5.00 (up to three copies)

Digital Images

Transferred to portable media or e-mail

High-resolution individual image	\$10.00
Multiple images (10 or less)	\$5.00/each
Scanning services	\$30.00 per hour

Audiovisual Materials

Patrons interested in obtaining copies of audiovisual materials should contact the Archives about availability and pricing.

RESEARCH SERVICES

Reference/Labor \$30 per hour (1 hour gratis)

There is a maximum of four hours labor for any request; beyond that, it becomes a consulting project.

Project consulting \$40 per hour

SERVICES FOR USAGE AND PERMISSION TO PUBLISH

Requests for permission to publish are to be submitted to the Archives, and the fees and permissions are granted for one-time, non-exclusive use, unless otherwise determined. The permission to publish is not effective until the applicant receives, signs, and returns the permission contract.

Standard Commercial Use:

Photographs	\$100.00
Paintings/slides	\$200.00
For Advertising/Cover/DVD:	\$400.00

Non-Profit Institutional Use: \$50.00

Film, Video/Audio Tape:

Domestic Market Use	\$200 per minute
Foreign Market Use	\$300 per minute

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