



City of Sun Prairie Historical Library & Museum
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Fee Schedule

Effective 1/1/2024
Last modified 7/10/2024

Reproduction refers to duplication of documents and images in the Museum's historical collections.
The Museum will not duplicate copyrighted publications or images licensed to the Museum.

Document Reproductions*	Rate in USD
<u>Standard Document Reproduction:</u> Reproductions of documents in stable condition and no larger than 8.5 x 14 inches. Two options for receipt: A. Photocopied and provided on paper (single-sided, in black and white). Requestor is responsible for pickup. B. Digitized at minimum 300 DPI (single-sided, in color) and provided electronically as a PDF.	4 pages free, then \$0.25 per page
<u>Special Document Reproduction:</u> Reproductions of documents larger than 8.5 x 14 inches, bound materials, or fragile materials requiring special handling. A. Photocopied and provided on paper (single-sided, in black and white). Requestor is responsible for pickup. B. Digitized at minimum 300 DPI or 12 MP (single-sided, in color) and provided electronically as a PDF.	\$5.00 per page

* Subject to 5.5% sales tax.

Image Reproductions*	Rate in USD
<u>Standard Image Reproduction:</u> Reproductions of images no larger than 8.5 x 11 inches and in stable condition. Digitized at minimum 300 DPI (single-sided, in color) and provided electronically as a jpg file.	\$22.50 per image Sun Prairie Residents and Non-Profit Organizations: \$15.00 per image†
<u>Special Image Reproduction:</u> Reproductions of images larger than 8.5 x 11 inches, bound materials, or fragile materials requiring special handling. Digitized at minimum 200 DPI or 24 MP (single-sided, in color) and provided electronically as a jpg file.	\$60.00 per image Sun Prairie Residents and Non-Profit Organizations: \$40.00 per image†

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† Proof of residency or non-profit status required.

Image Use Fees*	Rate in USD
Non-Commercial Use: Non-commercial use means use that will not result in financial gain to an individual or organization. Examples include: • Personal research or viewing, e.g., including an image in unpublished research or printing an image for display. • Educational purposes, e.g., classroom instruction or student papers. • Use by a 501(c)3 non-profit organization, e.g., for marketing. • Displaying in publicly accessible locations such as stores, restaurants, and other for-profit and non-profit establishments.	No charge
Commercial Use: Commercial use means use for financial gain by an individual or organization. Examples may include use of an image in print or electronic publications, use in marketing by a for-profit business, and use in the production of merchandise.	Print and Electronic Publications (Books, Magazines, Merchandise, etc.): Circulation of 4,999 or fewer: \$50 Circulation of 5,000 or more: \$100 Cover jacket surcharge: \$25 Other Media (Social Media, Website, Television, Video, etc.): \$50 per use

* Subject to 5.5% sales tax.

Research	Rate in USD
Research Services: Individuals may request an appointment to conduct research at the Museum at no charge. Requestors who conduct their own research are generally permitted to take photos of collection materials for personal use. They will incur charges for reproductions provided by the Museum. When the Museum conducts research on behalf of an individual, the requestor will incur charges for time, regardless of whether desired results are found. Staff will contact the requestor after one hour of research to discuss an estimated time frame for additional research. Reproductions, if requested, will incur additional fees.	Requestors conducting research on-site: No charge Museum conducting research on behalf of requestors: 1 hour free, then \$30.00 per hour charged in 15-minute increments

Tours and Presentations	Rate in USD
Private Tours: Tours of the Museum, Columbus Street Water Tower, or Downtown Sun Prairie for scout groups, clubs, community organizations, families, etc., occurring outside open hours. Note: Class field trips from Sun Prairie schools <u>do not incur a fee</u>. Donations are graciously accepted.	\$3.00 per person per hour for up to 40 individuals (\$30.00 minimum) For more than 40 individuals, please contact Museum staff
Educational Presentations: Historical presentations held at external locations such as club meetings, retirement homes, church groups, etc. Additional fees may apply for travel to locations outside municipal boundaries.	\$30.00 per hour (\$30.00 minimum)

Other Services‡	Rate in USD
Facility Rental: Facility use for up to 16 people for ½ or full day meetings. Includes setup and use of tables, chairs, and TV with HDMI cable, and use of outdoor lawn space (weather permitting). Subject to availability with restrictions on food and beverages in exhibit spaces.	\$100.00 for up to 4 hours (\$100.00 minimum) \$200.00 for 4-8 hours
Satellite Exhibits: Development and installation of exhibits in local establishments, subject to availability and pursuant to terms and conditions.	Non-Profit Organizations: \$100.00 per exhibit For-Profit Organizations: \$750.00 per exhibit

‡ May be subject to 5.5% sales tax depending on individual circumstances.

Please contact the Museum with requests for services that are not listed in this fee schedule. Such requests will be considered on a case-by-case basis.

The Museum Director and Programming & Design Coordinator are authorized to provide products and services at no cost when it is in the best interest of the City or the Museum, such as providing images for a media feature on Sun Prairie or to a City department for use in their work. Voluminous requests will be subject to this schedule.