

REMOTE RESEARCH REQUESTS & FEES

If you are unable to visit the Library, a staff member will search the Library's print and archival resources for a fee, depending on the extent of your request.

Remote research fees are \$40.00 per hour. Each hour includes up to 40 photocopies, and fees for additional copies are \$0.50 per page.

The following stipulations will be adhered to:

- after the first hour, time is billed in 30-minute increments
- in addition to the time spent searching, you will be charged for time required to retrieve and shelve items as well as time spent preparing your research summary
- you will be billed for search time *even if the information requested is not found*
- monetary or time restrictions may be placed on a project at the Librarian's discretion
- the number of copies made per remote request may be limited at the Librarian's discretion
- all remote research requests must be made in writing, via email or USPS
- all requests must be paid in full before work begins; an estimation of hours and an invoice will be prepared by the Librarian in accordance with the above rules
- after payment is received, a research summary will be delivered to the querent within 3 to 4 weeks

Please contact the reference desk at 607-547-1473 or library@fenimoreart.org to discuss your request with a Librarian.