

# Research, Copying & Image Reproduction Policy

Los Angeles Police Museum – Effective July 2022

Researchers are welcome and encouraged to utilize the archival and library resources of the Los Angeles Police Museum (LAPM). LAPM reserves the right to deny a request depending on condition of materials, staff availability, and in accordance with copyright restrictions. Researchers must complete and have this request form approved prior to scheduling an appointment with museum staff. Images intended for any use other than research or personal use may be subject to usage or publication fees listed below. LAPM reserves the right to limit the copying or use of the collections for matters of sensitivity, overuse, or other reasons.

## Research Requests

LAPM provides complimentary research and reference services for a maximum of 15 minutes of research time. Additional research after the complimentary 15-minute time will be charged at a rate of \$15 per 30-minute increment, for a maximum of 3 hours. The minimum research fee of \$15 must be paid in advance; additional fees will be billed. On a case-by-case basis, LAPM welcomes researchers to visit the museum and archives in person under accompaniment of Museum staff. Currently, LAPM depends on volunteer historians and researchers to provide this service, and availability is limited. Once this request is received, LAPM will assign a volunteer to this request and will schedule research slots based on volunteer availability. Accompaniment into the archives for research purposes is at the discretion of the Executive Director. Decision is made on a case by case basis. If approved, the rate for archival access is \$50 per hour, maximum 3 hours per day.

## Duplication Fees

Normal turnaround time is 2-3 weeks. If faster service is required, a rush fee of \$50 will be charged.

Photocopies	\$.10 per page for self-made copies on site; \$.25 per page for copies made by staff. If more than 50 copies are requested, researchers will also pay a service charge of \$15 per 30 minutes of time spent on preparing photocopies.
Digital images (low res jpg)	\$10 per image for members; \$20 per image for non-members.
Digital images (high res/tiff)	\$30 per image for members; \$40 per image for non-members

## Usage and Publication Fees

There is generally no charge for local media outlets to use images for purposes that promote the Los Angeles Police Museum, with the exception of projects for profit:

	<b>Non-Profit*</b>	<b>Commercial</b>
Printed publications (books, magazines, journals, online)	\$30	\$100
Film/TV/Multimedia - local commercial broadcast	\$50	\$125
Film/TV/Multimedia - national commercial broadcast	\$75	\$150
Film/TV/Multimedia - international commercial broadcast	\$100	\$200
Film/TV/Multimedia- theatrical film	\$100	\$200

\*To receive the non-profit rate, written proof of non-profit status must be provided which includes copies of the Tax Exemption Letter. In some cases, Such as use for profit making purposes, Executive Director of the Museum may adjust these fees or not all the non-profit rate:

## Research Request Form

Name of Resesarcher \_\_\_\_\_

Affiliated Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of Research: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested Research Days: \_\_\_\_\_

Collections Request (which collections do you wish to see): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Credit Card (16 digit) \_\_\_\_\_

CVC : \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Approval by

Executive Director \_\_\_\_\_