



Newport Harbor Nautical Museum Research Services and Usage Fees

The Newport Harbor Nautical Museum (NHNM) is home to a fine collection of regional photographs and historic artifacts. We offer a variety of research services that allow researchers access to our world-class object and photo collections. Usage fees are enforced to help maintain and preserve the Newport Harbor Nautical Museum collection.

On-Site Research

Appointments for collection or photo research must be made a week in advance with the Collections Department. There is a \$15 appointment fee, which must be paid at the time of the arrival. This fee is waived for Museum Members. Research appointments are available Monday through Friday between 10:00 a.m. to 4:00 p.m. and are based on staff availability.

No beverages are allowed in the library or research area. Researchers are provided a writing utensil and paper for note taking. If staff assistance is required during on-site research, NHNM maintains the right to charge a \$50 per hour fee.

Staff Research

Due to limited staff, NHNM is unable to undertake extensive research projects via correspondence. All requests for staff research must be submitted in writing to NHNM and will be processed in the order in which they were received. Requests are completed within 2 to 4 weeks. NHNM reserves the right to deny any requests at its discretion.

The rate for staff correspondence research is \$25 for the first hour (or portion thereof) and \$50 for each additional hour. All fees must be paid prior to mailing research results. Please be advised that these fees apply to all photo, library, and object research done by staff on the researcher's behalf.

Special handling and rush orders are assessed a \$75 per hour fee.

Staff research fees do not cover the cost of photocopying, scanning, or printing material.

Reproduction Fees

All reproduction requests must be submitted in writing and will be handled in the order in which they were received. Please allow up to 4 weeks for all reproduction requests.

Photocopies (black and white)

8.5x11"	\$.25 (1-100), \$.35 (101-250), \$.50 (250+)
11x14"	\$.35 (1-100), \$.50 (101-250), \$.65 (250+)

Photo Reproduction

Photo reproductions, including photo scanning, are completed off site. Price list for photo reproductions is provided upon request.

Payment

Payment options include cash, check, or credit card.

All on-site researchers must pay upon arrival. Researchers assessed the additional staff assistance fee, must pay before departure.

Payment for correspondence research is be due up-front, based on a time estimate analysis completed by the NHNM staff. Any remaining balance or credit must be settled prior to the transfer of research results.

Pre-payment is required for all reproduction orders.

Please Note: Any or all fees may be waived at the Museum's discretion.

Shipping

All shipping is calculated based on recipient's address.

To schedule an appointment or submit a request,
please contact the Collections Department.

Phone: 949-675-8915

Fax: 949-675-8864

Email: MLew@NHNM.org

600 East Bay Avenue, Newport Beach, CA 92661