NATIONAL MUSEUM OF RAILROAD HISTORY & INNOVATION

Hays T. Watkins Research Library

Schedule of Fees

Payment

We accept all major credit cards, cash, and checks.

Discounts

Museum Members

Active members of the National Museum of Railroad History & Innovation will receive a 30% discount, which will be applied at checkout. This does not apply to use fees for publication or public display.

Students & Educators

Students conducting research for school projects, or educators preparing course materials, may be eligible for reduced or waived rates. This applies to students and teachers in K-12, secondary, and post-secondary education. Please contact archives staff by email at research@nationalrailroad.org to discuss your project.

Financial Assistance

If the costs described in this schedule of fees will adversely affect your ability to carry out your research, please contact archives staff by email at research@nationalrailroad.org to discuss your project.

Research Services

Visiting researchers who are accessing only the Research Library during their visit will not be charged a museum entrance fee. Research visits are by appointment only and must be made at least one week in advance. Appointments are available Monday-Friday, 10 AM - 3 PM.

Researchers who are unable to visit in-person are subject to the following fees for our team to perform research services:

Time Requirement	Fee
Less than one hour	Complimentary
One hour or longer	$40.00/hour

Researchers who require additional time beyond the first hour will be notified about the status of their request before fees are charged.

Employee Record Search Requests

All employee records research is performed by library staff only. Fees below per individual include research of all pertinent databases for one Baltimore & Ohio Railroad employee. If any material is found on a particular employee, the researcher will receive a copy of the original work record (when possible) digitally by email or mail if requested. All fees must be collected prior to conducting a records search.

Fee: $50/individual

Reproduction Fees

Photographs and Other Graphic Materials

All items are scanned at 300 dpi (low resolution) or 600 dpi (high resolution) and saved as one of the following digital formats (choice of TIF, JPG, or PDF). If exhibit quality reproductions are required, higher resolution scans can be purchased for an additional $15 per image. Any duplication of archival items not covered in this fee schedule, including audiovisual recordings, will be quoted on a case-by-case basis.

Type	Fee
8.5 x 14 print/negative/document or smaller	$35.00 each
11 x 17 print/negative/document or smaller	$40.00 each
Blueprints, rolled drawings, maps, or materials larger than 11” x 17”	$50.00 each
Historic Paint Color Card	First card: $60/color or $120/paint scheme. $5/additional card of the same color.

Photocopies

Photocopies of documents are available at $5.00 for the first 25 pages, and $0.20 per page thereafter. Shipping costs will be added to photocopy orders sent by mail. Visiting researchers who request the creation of photocopies of B&O equipment during their visit are also subject to these fees.

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Use Fees for Publication or Public Display

For the one-time use of any collection materials in publication or public display, both in print and electronic format, the fee is $50.00 per item. Subsequent editions, consolidations, or any other use will require a separate application. Additional use fees will apply. For indefinite, world-wide use of any collection materials in publication or public display, both in print and electronic format, the fee is $150.00 per item.

Non-profits, or those seeking use for non-commercial or educational purposes, may receive a 25% discount. Proof of non-profit status required. Use fees are not eligible for member discounts.

If you have questions, please contact the archives to discuss your project.

Delivery & Shipping

Delivery of files via email or digital download is recommended and provided free of charge. Researchers must be capable of receiving large file sizes via email or file sharing programs like Dropbox.

Delivery by other methods will be considered on a case-by-case basis and may be subject to a handling fee. The researcher will also be responsible for all postage fees.

Contact

All requests should be submitted using our online Research Registration Form.

If you require additional help, you can reach us at: research@nationalrailroad.org or 443-627-2375.