



UKRAINIAN AMERICAN  
**ARCHIVES  
& MUSEUM**  
УКРАЇНСЬКО АМЕРИКАНСЬКИЙ АРХІВ І МУЗЕЙ

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## ARCHIVAL RESEARCH POLICIES AND FEE SCHEDULE

### Archival Research & Services

Items in the archival collection of the Ukrainian American Archives and Museum (UAAM) may be researched by outside parties with a completed and submitted research application and agreement form. Additionally, UAAM staff can be requested to conduct research within the collection for an hourly fee. The application and agreement form will outline what is requested for research, who will conduct the research, where the research will be conducted, the duration of the research project, the product of the research, etc.

- For in-person research, the form must be submitted at least fourteen (14) days prior to the desired research date.
- For research requests, archival staff will advise on the projected timeline to fulfill the request following the receipt of the research application and agreement form. Responses will be sent via email.

The UAAM archival staff will evaluate the validity of the request, the conservation stability of the object(s), the method of research, and use of the research results; together with the president of the Board of Directors, will determine if the application is accepted. The UAAM archival staff may request references from researchers. The UAAM reserves the right to deny any requests that may jeopardize the conservation of the objects(s), integrity of the UAAM, or are unethical or unfounded.

In-person research will be conducted within the Museum building under the supervision of UAAM archival staff, or other designated Museum staff.

### Reproduction

Original materials in the collection may be reproduced for research purposes. It is the responsibility of the researcher to gain copyright permission where applicable. Reproduction fees shall be paid in accordance with the fee schedule for both in-person research and research requests. No original documents, photographs, or other objects within the collection will be released to the researcher for any reason. Reproductions may be used for stated purposes only and must be properly attributed to the UAAM as follows: "Courtesy of the Ukrainian American Archives and Museum, Hamtramck, Michigan." For materials not held in copyright by a separate party, the copyright will be retained by the UAAM.

### Copyright Policy

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction of copyrighted material. One of these specified conditions is that the reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a researcher makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that researcher may be liable for copyright infringement. The researcher agrees to defend, indemnify, and hold harmless the Ukrainian American Archives and Museum (UAAM) against all claims, demands, costs, and expenses incurred by copyright infringement or any other legal or regulatory cause of action arising from the use of UAAM's materials.

## **Fee Schedule**

Fees are subject to change without notice. Researcher is responsible for paying any shipping charges.

Basic Look-Up Requests –

**\$20** flat rate per item requested.

Advanced Research Requests –

**\$75 per hour.** Costs will be outlined in a quote for the client upon acceptance of the research application, along with the scope of the project.

Reproduction –

- Photocopies & Standard Resolution Scans: **free** (photocopy or digital scan) for ten (10) pages or under. **\$0.50 per page** (photocopy or scan) after ten (10) pages.
- High-Resolution Scans: **\$25 per page.** Scan resolution is of publication quality in TIFF format (or another format upon request).

Translation –

**\$0.22 per word.** Fee may increase based on length, language, and handwriting complexity.

Genealogical Research –

The UAAM does not currently offer extensive genealogical research assistance. The UAAM recommends Alexander Tolsdorf, AG® for genealogical research services. Alexander is a professional genealogist, accredited in the Germany-East region by the International Commission for the Accreditation of Professional Genealogists (ICAPGen™), with further experience in genealogical research in eastern Europe. He is also a member of the Association of Professional Genealogists (APG). His experience and credentials can be reviewed below:

ICAPGen™: <https://icapgen.org/find-a-professional/tolsdorf-alexander/>

APG: <https://www.apgen.org/users/alexander-tolsdorf>

Contact [Tolsdorf Genealogical Research](#) for a consultation.