

Collections Services

Cape Fear Museum of History and Science, an agency of New Hanover County
814 Market Street • Wilmington, NC 28401-4731
voice 910.798.4350 fax 910.798.4384
www.capefearmuseum.com



Cape Fear Museum of History and Science (CFM) collects, preserves, and interprets objects relating to the history, science, and cultures of the Lower Cape Fear region, and makes those objects and their interpretation available to the public through educational exhibitions and programs. CFM is also committed to making its collections and professional expertise accessible through the following services:

Research

Collections staff can answer general questions and research queries submitted by phone, email, letter, or fax. Researchers can also schedule on-site appointments to view and study objects or documents in the Museum's collection. They will be asked to fill out a registration form, provide their contact information, state the nature of their project, and agree to abide by the rules for conducting research. CFM reserves the right to restrict access to materials in our care on the basis of conservation and preservation concerns.

Hours (by appointment only):

M-F 9am-12pm; 1pm-4pm

Fees:

- Staff time:
 - 1st hour – Free
 - Additional hours - \$15/hour for Museum members
 - \$25/hour for New Hanover County residents
 - \$50/hour for Non-New Hanover County residents
 - \$100/hour for Commercial projects

Consultation

Collections staff can answer questions submitted by phone, email, letter, or fax regarding object identification or preservation. Individuals may also schedule on-site appointments with staff for consultation.

Hours (by appointment only):

M-F 9am-12pm; 1pm-4pm

Fees:

- Staff time:
 - 1st hour – Free
 - Additional hours - \$15/hour for Museum members
 - \$25/hour for New Hanover County residents
 - \$50/hour for Non-New Hanover County residents
 - \$100/hour for Commercial projects
- Preservation materials - Cost of materials based on current manufacturer price and subject to change:
 - Encapsulation Materials
 - Polyester film = \$.004 per square inch
 - Double-sided tape = \$.007 per inch
 - Clothing and Textile Storage
 - Products available through Cape Fear Museum Store
 - Document and Photograph Storage
 - Products available through Cape Fear Museum Store

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Reproduction

Collections staff can research photograph/image queries submitted by phone, email, letter, or fax. Individuals can also schedule on-site appointments to view photograph/image reference binders. CFM reserves the right to restrict the reproduction of materials in our care. Please refer to our policies regarding reproduction and on-site filming.

Hours (by appointment only):

M-F 9am-12pm; 1pm-4pm

Fees:

- Staff time:
 - 1st hour – Free
 - Additional hours - \$15/hour for Museum members
 - \$25/hour for New Hanover County residents
 - \$50/hour for Non-New Hanover County residents
 - \$100/hour for Commercial projects
- Reproduction:
 - Up to 12 low-resolution digital images on CD or sent via email (*for reference purposes only; not for publication*) – Free
 - High-resolution digital images will be provided on a case-by-case basis, depending on the nature of the project
- Use – *one-time-use only*:
 - Commercial projects:
 - Book or Magazine
 - Black & White/Color - \$100/image
 - Front cover - \$500/image
 - Back cover - \$250/image
 - Video or Film
 - Image provided by CFM - \$100/image
 - On-site filming - \$200/object
 - CD/DVD
 - Black & White/Color - \$100/image
 - Decoration/Exhibition
 - Black & White/Color - \$100/image
 - Website – *renewable annually*
 - Black & White/Color - \$100/image
 - Nonprofit projects – *with proof of 501(c)(3) status*:
 - Fees will be charged at 10% of commercial rate

Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, U. S. 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 photocopies or other reproductions of copyrighted works. One of these specified conditions is that the photocopy or reproduction is not be 'used for any purpose other than private study, scholarship, or research.' If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of 'fair use,' that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a

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