

**Museum Advisory Board Meeting
January 20, 2022 4:00pm
Greeley History Museum**

Meeting to be digitally recorded; transcribed by Samantha Foyle

Roll Call: Adrian Sdano, Daina Bustillos, Emma Pena-McCleave, Floris Mikkelson, Gary Alexander, George Junne, Joseph Lesko, Laura Reeser, Michael Weiland

Approval of December 2021 Museum Advisory Board Meeting Minutes

Approval of December 2021 Funding Team Minutes

Culture, Parks and Recreation Department Report (Kelly Snook):

Culture Division Report (Jason Evenson):

Museums Report (Sarah Saxe):

Friends of the Greeley Museums Report (Laura Reeser):

Public/Board Input - Committee Reports:

- Funding Team (Daina/Flo/Emma/George/Mike/Gary) –
- Experiences Team (Mike/George) –
- Acquisitions Committee (Adrian/Joe) –
- Community Engagement Team (Flo/Mike/George/Emma/Gary) –

New Business:

- For Approval: Historic Media Reproduction Policy (Katie)
- For Approval: Historic Media Reproduction Deed of Gift (Katie)

Old Business:

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Next Meeting: Thursday, February 17, 2022, 4:00 p.m., Greeley History Museums

Adjourn:

**Museum Advisory Board Meeting
December 16, 2021, 4:00pm
Greeley History Museum**

Meeting digitally recorded; transcribed by Samantha Foyle

Call to Order: 4:00 PM

Roll Call:

Members Present- Adrian Sdano, Floris Mikkelson, Gary Alexander, George Junne, Michael Weiland,

Staff Present- Holly Berg, Jason Evenson, Sarah Lester, Sarah Saxe

Members absent – Emma Pena-McCleave, Daina Bustillos, Laura Reeser, Joseph Lesko

Approval of November 2021 Museum Advisory Board Meeting Minutes: Motion to approve by Floris Mikkelson, seconded by George Junne.

Culture, Parks, and Recreation Department Report (Jason Evenson): Wrapping up the 2021 budget and getting prepared for 2022. Parks, Trails, and Open Space department got a grant from the Colorado Lottery Funds with plans to apply them to the East Side of Greeley.

Culture Division Report (Jason Evenson): The last performance of the Fall Schedule “Hot Chocolate” was unfortunately canceled due to COVID-19 spread through the dancers. Looking forward to rescheduling at another date. Festival of Trees was a success and the Farmers Market is continuing the 1st and 3rd Saturdays at Zoey’s. Public Art is wrapping up awards for artists and selecting artists for next year.

Museums Report (Sarah Saxe):

There are some staff updates; Geoff Havens will start Monday, December 20th as the new Curator of Historic Site. Miranda Todd will transfer over to Archives Assistant she was previously our cataloger. Still looking to fill the Vacant Facilities Technician position and will need Gardeners in Spring. The Gift Shop was only open 6 days in November and almost reached the entire month sale of November 2019. Attendance is still around 50% of 2019 numbers. Preservation efforts continuing at Centennial Village. Wanted to highlight Katalyn Lutkin who is a Collections Assistant who has been going above and beyond to help out with training and meetings.

Friends of the Greeley Museums Report (Floris Mikkelson): Meeting on Tuesday, December 14th, 2021 received about \$2,600.00 from the John Fielder Event. Planning for a Potato Day in 2022. Friends annual meeting will be on February 10th, 2022. Friends have agreed to be a repository for funds for Capital Campaign fund.

Public/Board Input - Committee Reports:

- Funding Team (Daina/Flo/Emma/George/Mike/Gary) – No meeting last month, next meeting will be December 28th, 2021.
- Experiences Team (Mark/Mike/George) – Meeting changed to the 2nd Tuesday of every month. Virtual Museum to You Transportation Timeline for teachers to use early 1800's to 1980 awaiting approval. Black and White in Black and White Exhibit coming in 2022 from mid-February through May and will tie in our Greeley Dearfield Story. Dearfield Art Exhibit will open in Mid-January in conjunction with the opening of February 17th. Host a poster exhibit "Righting a wrong about Japanese Americans and World War II" in 2023. The Main Gallery will be renamed the Peggy A. Ford Gallery in early April 2022 with a reception on April 12th. Met with external design companies as far as a budget for the permanent gallery. Library Pass for Johnstown and Milliken where members can come to the Museum for free and we are refunded by the library. Fort Collins library pass program is going to do a lump sum refund at the beginning of the year. Plans to expand with Loveland library in 2023.
- Acquisitions Committee (Adrian/Joe) – A binder with police reports was found in storage and declined the item to be added to the collection. Working on a rapid response policy for quick decision making for incoming artifacts.
- Community Engagement Team (Flo/Mike/George/Emma/Gary) – No official meeting. Met with a group of members of the Hispanic Community for coffee to discuss future community engagement projects.

New Business:

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Old Business:

- Diversity Training and Community Input meetings – City Manager's office is looking to standardize training across the City of Greeley and asked to hold off at this point. We are able to hire a consultant to facilitate on main gallery redesign moving forward. Hoping to have someone in place by the 1st quarter of 2022.

Next Meeting: Thursday, January 20, 2021, 4:00 p.m., Greeley History Museums

Adjourn: Michael adjourned the meeting at 4:47 pm

Fundraising Team Agenda
Tuesday, December 28th, 10:00 a.m.
Greeley History Museum

Meeting transcribed by Sarah Saxe

Call to Order: 10:02am

Roll Call: Daina Bustillos, Emma Pena-McCleave, Flo Mikkelson, Gary Alexander, George Junne, Joseph Lesko, Mike Weiland

1. Review of Case for Support Documents
 - a. Team made a few suggestions about changing out the photographs on the front page but in the end it was decided not to edit the documents.
2. Review of Capital Campaign Planning Documents
 - a. Goal of \$750,000 was set by group, to be reassessed periodically to make sure we are on track.
 - b. Timelines were set:
 - i. Jan-Dec 2022: quiet phase in which we raise 50-70% of funds.
 - ii. Jan-early Sep 2023: public phase in which the remaining funds are raised.
 - iii. Site preparation to begin Fall/winter 2023 and building construction 2024.
3. Discuss Roles and Responsibilities
 - a. Team agreed that all will partake in fundraising work in various ways:
 - i. Everyone will research potential donors, foundations, granting agencies, community groups etc. Team will compile a list at our next meeting.
 - ii. Select portion of group will approach potential donors for major gifts.
 - iii. Everyone will reach out to their own circles with smaller asks.
 - iv. Select portion of group will be responsible for donor stewardship, writing letters, follow up, visits, etc.
 - v. Everyone will set personal fundraising goal.
4. Discuss Promotional Tactics
 - a. Phase I tactics (Jan-Dec 2022):
 - i. Website – done
 - ii. Retractable banner
 - iii. Print small run of full campaign documents and half page
 - iv. Create email message with pertinent info to send to specialty target groups
 - v. Present at community group meetings (Lions, Rotary, Chamber of Commerce, etc.)
 - b. Phase II tactics (Jan-Aug 2023):
 - i. City Scoop

- ii. CPRD Newsletters
- iii. News Release
- iv. Tribune insert?
- v. FB posts – COGM and COG, stakeholders share our posts
- vi. Cross-promote at Museum events and facilities
- vii. Outreach events – Friday Fests, Blue Fest, Arts Picnic, etc.
- viii. Hold fundraising event at CV in conjunction with other City event in early June
- ix. Partner with brewery to get special beer - % of proceeds go to fundraiser
- x. Direct mailer?

New Business:

1. Group decided to meet again in two weeks to compile a list of potential donors and then determine who will approach whom.
2. Gary will contact Poudre Learning Center to ask about their capital campaign strategy and get info on building construction/quotes.
3. Sarah will reach out to Longmont and Golden museums for campaign strategies.

Old Business:

Next Meeting: TBD

Adjourn: 11:01am

Museums' December 2021 Report

Major Events

- New Curator of Historic Sites began position December 20th 2021.
- Miranda Todd completed her contract as a temporary cataloger helping Greeley Museums catch up on our backlog of unprocessed donations. Miranda was then hired as the Museums' new Archives Assistant. The Hazel E. Johnson Research Center will have drop-in hours on Friday afternoons starting in 2022, and will remain by appointment only for all other requests.

Visitor Services-Greeley History Museum

- Attendance:
 - December: 129 (2019: 185)
 - Annual (open April-Dec): 1,603 (2019: 4,649)
- Revenue:
 - Admissions:
 - December: \$602.00 (2019: \$356.00)
 - Annual (open April-Dec): \$7,103.00 (2019: \$9,946.50)
 - Store:
 - December: \$832.25 (2019: \$574.74)
 - Annual (open Nov-Dec): \$1,206.25 (2019: \$6,868.87)
 - Research Center:
 - December: \$0 (2019: \$22.50)
 - Annual (open by appointment only): \$2,115.45 (2019: \$2,315.70)
 - Donations:
 - December: \$9.50 (2019: \$0)
 - Annual: \$1,034.55 (2019: \$27.95)
 - Facility Rent:
 - December: \$0 (2019: \$0)
 - Annual: \$0 (2019: \$630.00)
- Combined Total Revenue:
 - December: \$1,443.75 (2019: \$953.24)
 - Annual: \$11,459.25 (2019 revenue \$19,789.02)

Museums' December 2021 Report

Visitor Services-Centennial Village Museum

- Attendance:
 - Annual (open May-Aug): 3,583 (2019 Open April-Dec: 19,768)
- Revenue:
 - Admissions:
 - Annual (open May-Aug): \$14,129.60 (2019: \$63,431.50)
 - Store:
 - Annual (Closed 2021): \$70.50 (2019: \$7,339.81)
 - Donations:
 - Annual: \$2,151.00 (2019: \$0.50)
 - Facility Rent:
 - Annual: \$2,127.50 (2019: \$4,387.50)
- Combined Total Revenue:
 - Annual: \$18,478.60 (2019 revenue \$75,159.31)

Collections

- Collections Stats
 - Items cataloged: 48
 - Images added: 400
 - Items Inventoried: 706
- Hazel E. Johnson Research Center Stats
 - Research inquiries: 26
 - 4 Onsite inquiries and 22 Offsite inquiries
 - Reproduction orders: 3 requests for 104 images and 3 DVDs
- Katie completed inventorying collections items in the Steven's House to have accurate information in case the need for future insurance claims arises. Having accurate cataloging information will also help when designing future virtual tours of the second floor, which is critical to provide increased accessibility on site.
- Katalyn worked with Sarah Lester to digitize materials that will be featured in the new Virtual Museum to You educational modules.

Exhibits

- Exhibits Stats
 - Beyond Suffrage Virtual Tour:
 - December: 17
 - Annual: 528
 - Meeker Home Virtual Tour:
 - December: 25
 - Annual: 365

Museums' December 2021 Report

- War Comes Home Virtual Exhibit:
 - December: 18
 - Annual: 101
- Centennial Village Audio Tour:
 - December: 8
 - Annual: 931
- Holly and Katalyn worked together to process an incoming loan of paintings for a new exhibit, *Faces of Dearfield*, opening in January.

Historic Sites

- Geoff began soliciting updated quotes for proposed Agricultural Heritage Center.

Education

- Sarah Lester completed the script for the Transportation Module and began the design and content planning for the Early Greeley Module within Virtual Museum to You.

Social Media Reach

- December
 - Posts: 11
 - Reach: 14,891
 - Impressions: 15,845
- Annual
 - Posts: 158
 - Reach: 86,550
 - Impressions: 90,802

Reproduction Request for Historic Media

To be completed by patron. Incomplete forms cannot be processed.

Name: _____

Today's date: _____

Date order needed by: _____

Be specific or order will be delayed.

Please allow 2 weeks for processing all in-house requests and 6 weeks for outsourced requests, (photograph reprints, large format reproduction, special reformatting of electronic media, etc.). Rush orders can be requested, but will be assessed a rush fee. Rush orders will be processed in two to four business days. Outsourced vendor rush fees will be passed on to the patron.

Shipping Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Alternate Phone: _____

Email: _____

Is your billing address different from above? ☐ No ☐ Yes, my billing address is:

Billing Address: _____ City: _____ State: _____ Zip: _____

How would you like to receive your order? ☐ Pickup ☐ Shipping* ☐ Email** ☐ Cloud Service Download

Other: _____

If email is chosen, please provide a second option: ☐ Pickup ☐ Shipping* ☐ Cloud Service Download

* Orders to be mailed will be charged a shipping and handling fee. Media will be charged an additional \$5. Shipping for large orders will be determined on a case-by-case basis.

** There is a 10MB size restriction for emailed orders.

- I have been provided with the attached Historic Media Reproduction and Research Center Policy and the Deed of Gift Agreement, and I have read and understood both.
- I have signed the Deed of Gift Agreement **if applicable to my request.**
- I have received a copy of the Service Request Fee Estimate Worksheet and understand that this is only an estimate and may be subject to further change.
- In the event that the estimate does not accurately reflect the final cost of the request, I understand that the Museum will contact me and notify me before any further charges are made. If the final cost is less than that of the estimate, I will be refunded the difference. If the final cost is greater than that of the estimate, I will be charged the difference.
- I understand that I am being charged in advance for this request based on the estimate.
- I understand that all images provided by the Museum are in the Museum's standard digital format, unless otherwise requested.

Signed _____ Date: _____

This Area Completed by Museum Staff

Payment Method:

- ☐ Cash (Amount \$ _____)
- ☐ Check (payable to City of Greeley Museums) Check # _____
(Amount \$ _____)
- ☐ Credit Card (Amount \$ _____)

Use of media/images:

Historic Media Reproduction and Research Center Policy

Photographic images, archival materials, and audio-visual media, (henceforth referred to as “media”,) of the City of Greeley Museums (COGM) collections are the property of the COGM. Copies in any format reproduced from originals in the collection may be sold and used by the public, subject to the following:

1. Appointments for research in the Hazel E. Johnson Research Center are **required to obtain access outside of regular open hours** and are encouraged during open hours in order to receive the timeliest service.
2. **Patrons may not reproduce or copy photographic or audio-visual media with their own equipment. Archival materials can be photographed by the patron at the discretion of museum staff and according to the set procedure.**
3. Only pencils, paper, and laptop are allowed in the Research Center.
4. Provided gloves must be worn when handling certain types of museum collections materials. Staff will provide patron detailed expectations for glove use before handling of collections begins.
5. The patron is responsible for transcribing all desired identifying information on an object.
6. The City of Greeley Museums media may be reproduced and used only if the patron has read, completed, and signed the COGM Historic Media Reproduction Policy (HMRP), read the Fee Policy, and adheres to the conditions stated therein. **Requests that will end with a published work (whether physical or in E-format) will also be required to sign the HMRP Deed of Gift.** These can be provided for informational purposes.
7. The COGM grant no exclusive rights for the use of its media. **Permission is for one-time use only.** The COGM retains all rights to the items, and they are to be used only for the purpose listed in the Intended Use of Copies portion of the COGM Reproduction Request of Historic Media form.
8. Intended use of copies must be submitted in writing, signed by the user, and approved by the COGM before copies and permission to reproduce media will be granted to the user.
9. All media must be credited to the COGM in any reproduction, public or private, and cannot be listed as part of any other collection other than that of the COGM. **Credit lines will be provided with receipt of images.**
10. The user must pay the cost of digital or analog processing, prints and/or negatives, etc. Cost will reflect the most current processing costs. Payment for all copy work will be paid for in advance or by prior arrangement.
11. Photographic negatives, including those paid for by the user, are the property of the COGM. Without specific and prior arrangement, reproductions are not archival quality.
12. Media cannot be mass produced (reproduction of more than 5,000 copies) without prior written approval.
13. **One free example of the printed, published, or produced object containing media from the City of Greeley Museums, must be provided to the City of Greeley Museums. At the discretion of Museums’ staff, for E-materials, a screen capture or other means of showing how the media is being used will be an acceptable fulfillment option if the E-format utilized makes transferring the finished product impossible.**
14. The COGM reserves the right to limit the number of copies, restrict the use of rare or valuable media, and/or to insure that reproductions are in good taste, as well as the right to charge a higher fee than specified for rare, unique or difficult to reproduce media, and to deny a request because of copyright regulations, privacy rights, or donor-imposed restrictions.
15. The patron is responsible for securing any necessary permission from a creator of a work or copyright owner(s), if known and applicable. Consistent with these conditions for permission to publish, the patron agrees to indemnify, save, and hold harmless the COGM and its officers and employees from any and all claims of any nature arising under this agreement, including any action involving infringement of the rights of any person, descendant or heir of historic persons, under statutory copyright.

Hazel E. Johnson Research Center Fee Policy

Research and Retrieval Fees

- First 30 minutes are free for walk-in onsite researchers. First 60 minutes are free for onsite visitors with an appointment. Access and incidental retrieval of artifacts is free.
- \$25.00 per hour with a \$25.00 minimum, paid in advance.

Reproduction and Digitization

Photocopies and Printouts

- B&W photocopies and printouts (up to legal sized paper) are \$1.00 for the first page and \$.25 per page thereafter.
- Mailed photocopies and printouts are \$1.00 for the first page and \$.50 per page thereafter. Photocopies and printouts on 11x17 sized paper are a \$1.00 per page flat rate.
- Photocopies of public records, as defined above in Access Policy are \$.10 per page as required by Colorado law and the City of Greeley policy.
- Color printouts (up to letter size) are \$2.00 for the first page and \$1.00 per page thereafter. (Color copies are not available)

Photographic Reprints

- Photographic reprints are outsourced and are subject to vendor's fees + a 25% handling fee.
- If a negative does not exist for the image, the customer will pay for the negative to be made, which will then become the property of the Museums.

Digital Images

- Digital images can be provided at a cost of \$10.00 per image.
- Digital images will be saved and delivered in the current standard museum format unless otherwise requested. If requested otherwise, an additional \$10.00/image fee will be added.
- If the image is an over-sized item (larger than 11 x 17), the fee will be \$50.00.
- An item that requires multiple scans to be sewn together will be an additional \$10.00/hour labor fee, with a \$10.00 minimum.

Artifact Photography

- Amateur photography by staff is \$25/hour fee with a \$25 minimum, paid in advance.
- Professional photography is professional vendor's fees + 25% handling fee.

Electronic Media

- Duplication or digitization of videocassettes, audio cassettes, CDs and DVDs is \$20.00 each.
- An additional \$10.00 each will be charged if a format other than standard museum formatting is requested.

Shipping and Handling

- All orders to be mailed will be charged a shipping and handling fee. Media will be charged an additional \$5.00. Shipping for large orders will be determined on a case-by-case basis. See "Photocopies and Printouts" for charges of mailed photocopies and printouts.

Use Fees for Photographs

- \$15.00 per image up to 5,000 copies (publishing/printing over 5,000 price is negotiated)
- \$30.00 per image per year for Internet use
- \$180.00 per program for commercial broadcast with unlimited broadcasts
- \$90.00 per program for non-commercial broadcasts with unlimited broadcasts
- \$35.00 per image for eBook use
- \$10.00 per image for digital magazine use
- \$10.00 per image for mobile apps use
- \$30.00 per image for display in commercial stores, restaurants or for event

Use fees for Video and Audio

- \$20.00 per copy up to 1,000 copies (over 1,000 copies price is negotiated)
- \$30.00 per copy per year for Internet use
- \$180.00 per broadcast for commercial broadcasts and film
- \$90.00 per broadcast for non-commercial broadcasts and film
- \$35.00 per copy for eBook use
- \$10.00 per copy for digital magazine use
- \$10.00 per copy for mobile apps use

Larger publication runs will be negotiated on a case-by-case basis. After three similar requests the fee schedule should be amended to reflect a standard price.

Rush Fees

- Rush fees are 100% of the entire rushed order prior to discounts. A rush order is defined as less than two weeks, unless otherwise specified.

Outsourced/Vendor handling fees

- A 25% handling fee will be applied to the final cost estimate of any order that requires reproduction by an outside vendor or professional.

Discounts

- Discounts must be requested in writing, and will not be offered by the Museum without a formal request.
- All discounts are subject to review by the Museum Manager or designee. Unless otherwise noted, discounts for the following can be approved by archives staff:

Official City business may have all or part of the fees waived, unless it is a rush request. No fees accrued from outside vendors will be waived. Discounts must be approved in advance by the Museum Manager.

Non-profit organizations 501(c)(3) are eligible for a 50% discount on commercial use fees. Proof of non-profit status is required prior to placing the order. Non-commercial uses (scholarly journals, teaching tools, reports and educational exhibition) will have no use fees with proof of non-profit status.

Friends of Greeley Museums will receive a 50% discount on their complete order with proof of membership.

The Colorado Council on the Arts will not be charged use fees for objects included in the Northeast Colorado Folklorist Collection, as per the 2007 Agreement with that agency. Georgia Wier, Folklorist for this project will also not be charged use fees for items in this collection.

Greeley Tribune will not be charged use fees for Greeley Tribune business projects. Reproduction fees are not subject to discount.

Weld County Genealogical Society members will receive a discount on photocopies. Each page printed will be \$.10. Proof of membership is required.

Reproduction **orders that are deemed to be actively promoting the City of Greeley Museums or are deemed to benefit the community of Greeley** are eligible for a 100% discount. Approval of this discount must be provided by the Museum Manager.

Education: School teachers are eligible for a 100% discount on non-commercial use fees (scholarly journals, teaching tools, reports and educational exhibition) with proof of non-profit status. Proof of non-profit status is required prior to placing the order.

Hazel E. Johnson Research Center Fee Policy FAQ

How do I get a discount?

The ONLY discounts which may be granted without submission of a written request are those specifically stated in the Discount portion of the Hazel E. Johnson Research Center Fee Policy. Any individuals and organizations which do not fall under the pre-approved categories must submit a written request to the Museum Manager or designee for approval and will be considered on a case-by-case basis. Examples may include municipal and community organizations, organizations or individuals on behalf of community events, cultural organizations, and organizations and events which are not making any profit but do not have 501(c)(3) status. Determination for eligibility of use fee discounts relating to educational purposes that do not fall specifically under the categories of scholarly journals, teaching tools, reports, or educational exhibitions are subject to the discretion of the COGM staff. In cases in which educational status is not granted by COGM staff, a written discount request must be submitted per standard Museum Policy. Archives and collections staff is not authorized to grant discounts beyond those which have been specifically named as such.

What is a "Use Fee"?

The "Use Fee" is charged for the privilege of using copies of objects from the Museums' unique collections for books, videos, broadcasts, newspapers, hanging in commercial establishments or at commercial/public events, posting on the internet, and similar functions. Funds received through these fees are deposited into the Museums' annual revenue accounts and are used to determine how much money the Museums receive in subsequent years to care for and develop the collections. Use fee revenue allows Museum staff to conserve objects, conduct inventories, create and maintain better finding aids, and otherwise make preservation of and access to collections items more effective for our patrons.

What if I want to make or use more than 5,000 copies of image or object?

If you wish to request an image for use in a publication that will have more than 5,000 copies, the request will be referred to the Museum Manager or designee for a determination of charges. It is generally not the Museums' policy to charge newspaper or other high-volume, low-cost publications 'extra' for their large press runs. The point of this section is to capture fees related to, for instance, high-priced coffee table books.

Is the COGM broadcast fee charged per program produced or per times it is aired?

Merriam-Webster defines broadcast as "...a single radio or television program..." and the Museums further define this term to mean the program itself, not the number of times the program is run. Using this definition, a commercial television producer requesting an image to use in a single episode of a series would be charged \$180, not \$180 x the number of times the episode airs.

Why is there a commercial use fee?

Use of museum images in commercial settings are not under the control of the Museums and do not, generally, provide any of the educational or interpretive context that museums include in their exhibits. It is not particularly to the Museums' advantage to have images or artifacts that are not interpreted displayed in commercial settings. Since such display is first and primarily for the benefit of the commercial establishment, use fees are charged. One would not expect a jeweler, for instance, to sell you an expensive watch at a reduced rate because it "...will benefit the jeweler to have their product shown around town..."

Is the scanning fee per scan, or per object?

The scanning fee is per scan, not per object. For example, if a large map were to be scanned, it may need to be scanned in six parts. If scans are not sewn together (see over-sized item fees), a fee will be charged of \$10 per scan of the map section, rather than charging just \$10 for the one map.

Service Request Fee Estimate Worksheet

This Area Completed by Museum Staff. Complete one form per object

Research and Retrieval

Research conducted by museum staff _____ @ \$25/hour = \$ _____ Subtotal \$ _____

Photocopies and Printouts

First photocopy/printout _____ @ \$1/print = \$ _____
 Remaining onsite photocopies/printouts _____ @ \$.25/print = \$ _____
 Remaining mailed photocopies/printouts _____ @ \$.50/print = \$ _____
 Photocopies/printouts on 11x17 sized paper _____ @ \$1/print = \$ _____
 Photocopies/printouts of public records _____ @ \$.10/print = \$ _____
 First color printouts (up to letter size) _____ @ \$2/print = \$ _____
 Remaining color printouts (up to letter size) _____ @ \$1/print = \$ _____ Subtotal \$ _____

Photographic Reprints

Outsourced vendor fees + 25%/reprint = \$ _____ Subtotal \$ _____

Digital Images

Digital image scan (museum format) _____ @ \$10/image = \$ _____
 Digital image scan (non- museum format) standard fee + _____ @ \$10/image = \$ _____
 Oversized scan (object larger than 11x17) _____ @ \$50/image = \$ _____
 Reformatting (multiple scans that require merging) _____ @ \$10/image = \$ _____
 Professional digitization (outsourced) vendor fees + 25%/artifact = \$ _____ Subtotal \$ _____

Artifact Photography

Amateur photography by museum staff _____ @ \$25/hour = \$ _____
 Professional photography (outsourced) vendor fees + 25%/artifact = \$ _____ Subtotal \$ _____

Electronic Media Reproduction

Repro. of analog/digital media (museum format) _____ @ \$20/object = \$ _____
 Repro. of analog/digital media (non-museum format) standard fee + _____ @ \$10/object = \$ _____ Subtotal \$ _____

Shipping and Handling (does not include mailing of photocopies/printouts)

Mailing of standard order packages _____ @ \$5/package = \$ _____
 Mailing of large order packages (case by case determination) _____ @ \$-/package = \$ _____ Subtotal \$ _____

Use Fees

Photographs:

- Print (up to 5,000 print copies) _____ @ \$15/image = \$ _____
- Internet _____ @ \$30/image = \$ _____
- Commercial broadcasts and film (per broadcast/program) _____ @ \$180/prog. = \$ _____
- Non-commercial broadcasts and film (per broadcast/program) _____ @ \$90/prog. = \$ _____
- eBook _____ @ \$35/image = \$ _____
- Digital magazine _____ @ \$10/image = \$ _____
- Mobile app _____ @ \$10/image = \$ _____
- Commercial display _____ @ \$30/image = \$ _____

Video and audio:

- Physical product (up to 1,000 copies) _____ @ \$20/copy = \$ _____
- Internet _____ @ \$30/image = \$ _____
- Commercial broadcasts and film (per broadcast/program) _____ @ \$180/prog. = \$ _____
- Non-commercial broadcasts and film (per broadcast/program) _____ @ \$90/prog. = \$ _____
- eBook _____ @ \$35/image = \$ _____
- Digital magazine _____ @ \$10/image = \$ _____
- Mobile app _____ @ \$10/image = \$ _____

Subtotal \$ _____

Other (please describe) _____ = \$ _____ Subtotal \$ _____

Total Cost Estimate \$ _____

Rush Fees x100% \$ _____

Minus Discounts (must be accompanied by discount request worksheet) \$ _____

Final Cost Estimate \$ _____

Order for: _____

Order completed by (Museum Staff): _____

Discount Request Worksheet Continued
(to be completed by museum staff completing the order; please complete one form per object)

Official City Business

Fees discounted:

Research and Retrieval fees	\$ _____	Use fees	\$ _____
Reproduction/Digitization fees	\$ _____	Shipping/Handling fees	\$ _____
Rush fees	\$ _____	Other	\$ _____

TOTAL \$ _____

Non-profit organization 501 (c)(3)

Fees discounted:

Use fees	\$ _____	Other	\$ _____
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TOTAL \$ _____

Friends of Greeley Museums member

Fees discounted:

10% of total order	\$ _____	Other	\$ _____
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TOTAL \$ _____

Colorado Council on the Arts

Fees discounted:

Use fees	\$ _____	Other	\$ _____
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TOTAL \$ _____

Greeley Tribune

Fees discounted:

Use fees	\$ _____	Other	\$ _____
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TOTAL \$ _____

Weld County Genealogical Society member

Fees discounted:

Photocopies@\$.10/pg	\$ _____	Other	\$ _____
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TOTAL \$ _____

Active promotion of City of Greeley Museums

Fees discounted:

Research and Retrieval fees	\$ _____	Shipping/Handling fees	\$ _____
Use fees	\$ _____	Rush fees	\$ _____
Reproduction/Digitization fees	\$ _____	Other	\$ _____

TOTAL \$ _____

Benefit to the community of Greeley

Fees discounted:

Research and Retrieval fees	\$ _____	Shipping/Handling fees	\$ _____
Use fees	\$ _____	Rush fees	\$ _____
Reproduction/Digitization fees	\$ _____	Other	\$ _____

TOTAL \$ _____

Other

Total fees discounted \$ _____

Total Requested Discount \$ _____
(Once approved, transfer this total to worksheet)

Discount request approved by _____ Date: _____
Museum Manager or designee only

Historic Media Reproduction Deed of Gift (holding spot in packet)

Historic Media Reproduction Deed of Gift

I, (We) INSERT NAME OF AUTHOR(s)/AGENT(s) hereby promise to give to The City of Greeley Museums (hereinafter named the "Museum") the item(s) described below fulfilling the Museums' Historic Media Reproduction and Research Center Policy. The requirement states, "One free example of the printed, published, or produced object containing media obtained from the City of Greeley Museums' collections must be provided to the City of Greeley Museums."

Upon receipt by the Museums' of the promised completed example, the Museums' Acquisitions Committee will approve or decline the item(s) for inclusion into the Museums' collections. The Historic Media Reproduction Deed of Gift signed at the time that the Museums transferred the reproduced media to the patron, becomes a binding agreement once the promised example is accepted by the Museums. The promise for "one free example" shall extend to and be binding upon my executors, administrators, heirs, and assigns. Should this promised gift not be completed during my lifetime, my failure to include a specific bequest of the objects to the Museums in my Will shall not release the Executors or Administrators of such Will from the obligation of delivering the objects to the Museums in accordance herewith.

The Acquisitions Committee may decline a promised item(s) that does not adequately fulfill the Museums' Mission as duplicative or redundant to existing collections, or containing non-beneficial material for the Museums' collections. A promised item(s) declined by the Museums' Acquisitions Committee becomes non-binding to the pledger as revoked by the Museums. The Museums will return the cancelled gift to the sender unless initialed here _____ allowing Museums to dispose of the item(s) to an institution(s) or non-profit organization(s) per authority of the Museums' Collection Management Policy.

The Museums reserves the right to use the item(s) in any manner that is deemed to be in the best interest of the Museums' Mission in accordance with the Museums' Collection Management Policy including the fair-use right to reproduce, exhibit, and use for research, education, and promotion. I (we) affirm with my (our) signature below that to the best of my (our) knowledge, I (we) have good and complete title to give said item(s).

Media Description: (PDF fillable text area)

Media Working Title: (PDF fillable text area) Expected Publication Date: (PDF fillable text area)

Potential Publisher: (PDF fillable text area) Publisher Contact: (PDF fillable text area)

Author/Agent

Date

I certify this pledge agreement was accepted by the proper authority of the Museum and that it correctly states the agreement between us.

Museum Representative

Date

Accession # _____