

# HMFM

Historical Museum at Fort Missoula

3400 Captain Rawn Way Missoula, MT 59804 (406) 728-3476

## Research and Image Request Policies

### Public Research Files

The Historical Museum at Fort Missoula maintains a Public Research Files that include various copies of research materials and photographs related to Missoula History.

The research files are available to the public during the Museum's open hours. To ensure that you will have access to the materials at any given time, you are invited to set up an appointment by contacting either Emma Selfors (Curator of Collections) or Matt Lautzenheiser (Director), **AT LEAST 48 HOURS IN ADVANCE** of date and time of preferred appointment. Upon arrival, please check in with the front desk at your appointment time and a staff member will show you around the research room.

When using the Public Research Files on our site please remember the following:

- Materials may not leave the research library.
- Black and white copies can be made for a cost of 10 cents per copy.
- If you would like to make use of a camera, please notify staff ahead of time.

Documents from the Public Research Files can be made available to researchers by email as well. All requests for scans of the files should be sent to the Curator of Collections at least **1 WEEK IN ADVANCE** of the deadline in which you might need the information. Please use the [Research Request Form](#) on our website to request materials from this collection. A full index of the files can be found on our website.

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### Research Requests

HMFM staff is always willing to answer questions and to assist in research in person, over the phone, or via email, as long as time allows. However, the Historical Museum maintains a limited staff and the demands of the museum must take precedence over helping researchers.

For general research inquiries – please fill out the [Research Request Form](#) on our website. A staff member will contact you in a timely manner to assist you with your request.

## **Inquiries of Collections Material (Photographs or other archival materials)**

HMFM Collections are a wealth of research, but unfortunately, are not available to the general public at this time. If you have questions about a collection or wish to see photos or documents digitally, please contact the Curator of Collections.

**Research assistance by any staff member is free for the first 30 minutes. After that, a rate of \$25.00 per hour will be charged.**

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## **Requesting Image or Document Reproductions**

All reproduction requests must be approved by the Curator of Collections.

Please fill out a “**Reproduction Request Form**” clearly stating what images you intend to use and how you intend to use them.

After your request has been reviewed and approved, you will be asked to fill out our “**Non-Exclusive Photographic Reproduction Agreement**.” This document will outline all fees associated with your request as well as conditions and credit information.

### *Reproduction Fees*

Some fees may be associated with the reproduction of museum collections.

- The standard fee for a reproduction digital file provided by the museum is **\$15 per image**.
- If you request your images to be mailed to you on a flashdrive or CD, you will be responsible for paying the **standard fee per image plus the cost of materials and shipping**.

HMFM reserves the right to determine the final cost for a request on a case-by-case basis.

## **HMFM Staff Contact Information**

Emma Selfors, Curator of Collections

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Matt Lautzenheiser, Executive Director

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