

Contra Costa County Historical Society Research Fee Schedule

Research Services

The Contra Costa County Historical Society volunteer staff is happy to assist you with your research studies. Our archive in Martinez covers a vast range of the County's life assembled from our collections of newspapers, obituaries, court, and judicial records (e.g. naturalization, probates), photos, maps, school histories and Year Books, our library collection, and various special collections.

Getting Started...

Research Services can be arranged by:

Email: info@cocohistory.org

Online web-form: cocohistory.org/research#inquiries

Telephone: (925) 229-1042

Mail: 724 Escobar St, Martinez, CA 94553

Once your Research Query is received, a staff member will review the Society's research databases and collections and advise you if we can help. **This initial consultation is free.** Please provide as much information as possible when you contact us.

Fees

Research	Non-member Cost	Member Cost
For Personal use	\$30.00 per hour*	\$20.00 per hour*
For Professional/commercial use	\$60.00 per hour*	\$45.00 per hour*

*There is a one-hour minimum charge. After one hour, research time is charged in increments of 30 minutes. Research fees include photocopies and/or scanning of documents.

Naturalization documents	Non-member Cost	Member Cost
Copy of documentation	\$30.00 per person	\$20.00 per person
Certified copy ¹	\$60.00 per person	\$40.00 per person

¹Certifications are performed by a Superior Court clerk.

Obituaries	Non-member Cost	Member Cost
CCCHS database search	\$10.00 per name	\$5.00 per name
Requiring extensive searching	\$25.00 per name	\$10.00 per name

Client-performed research

Clients performing their own research at the History Center will be provided with an orientation to familiarize them with the Center's resources.

Non-member Cost	Member Cost
\$20.00 per hour*	No charge

*There is a one-hour minimum charge. After one hour, research time is charged in increments of 30 minutes. Client-performed research fees include digital camera notetaking. **Note that digital cameras may NOT be used to take photographs of graphic images (maps, photographs, posters, artwork).**

Fee Discount Policy

Research Services will be free to:

- Official Representatives of Contra Costa County government agencies and departments.
- Public schools and school districts within Contra Costa County and their teachers.
- Public school students doing classwork for schools within Contra Costa County.

- Official Representatives of other Historical Societies - 50% off Member Cost.

Fees for Scanning, Copying and Digitizing of Graphic Images

All copying and scanning on CCCHS machines is performed by CCCHS personnel.

Scanning text documents

	Non-member Cost	Member Cost
1-20 pages*	\$2.00 per page	\$1.00 per page
Oversized documents	\$4.00 per page	\$2.00 per page

* 20+ pages pricing will be determined based on the complexity of the project.

Copying text documents

	Non-member Cost	Member Cost
1-20 pages*	\$1.00 per page	\$0.50 per page

* 20+ pages pricing will be determined based on the complexity of the project.

Digital copies of graphic images including maps

Non-member Cost	Member Cost
\$10.00 per image	\$5.00 per image

Personal Use. Personal use means no reproduction, distribution, or publication. Personal use includes the use of digital images in a term paper, thesis, or dissertation, or in a presentation. These uses require the credit line: "Courtesy of the Contra Costa County Historical Society."

Payment. Research services may be paid by VISA, MasterCard, American Express, or Discover credit cards or check payable to the Contra Costa County Historical Society. Once payment is processed or received, the completed research will be sent to you.

Note: For commercial use of images for business displays, books, newspapers, advertising, collateral products, broadcast/streaming media, websites, social media, and TV/film production, please contact the Executive Director (director@cocohistory.org) or call 925-229-1042.

Note: Digital cameras may NOT be used to take photographs of graphic images (maps, photographs, posters, artwork).

Contra Costa County Historical Society Fee Schedule for Commercial Use

Fees for digital copies of graphic images, including maps, for commercial use²

	Non-member Cost	Member Cost
Displays³		
	\$25.00 per image	\$22.00 per image
Book / report - inside		
1 - 5,000 copies	\$25 per image	\$22.00 per image
5,000 + copies	\$50 per image	\$45 per image
Book/ report - cover		
1 - 5,000 copies	\$50 per image	\$45 per image
5,000 + copies	\$100 per image	\$90 per image
Newspapers⁴- front page		
Under 50,000	\$100 per image	\$90 per image
Over 50,000	\$200 per image	\$180 per image
Newspapers - inside		
Under 50,000	\$25 per image	\$22.00 per image
Over 50,000	\$50 per image	\$45 per image
Advertising - print media		
	\$200 per image	\$180 per image
Products⁵		
	\$150 per image	\$135 per image
DVDs, video, software		
	\$50 per image	\$45 per image
Website use		
	\$75.00 per year per image	\$67.00 per year per image
Television program		
Commercial	\$75.00 per image	\$67.00 per image
Community IPBS	\$25 per image	\$22.00 per image
Social media		
	TBD	TBD
Onsite filming at the History Center		
Up to 4 hours	\$50 per hour	\$45 per hour
More than 4 hours	\$100 per hour	\$90 per hour
Community stations I PBS	\$25 per hour	\$22.00 per hour

² All published uses require the credit line: "Courtesy of the Contra Costa County Historical Society."

³ *Displays* include temporary displays such as exhibitions or permanent displays such as historic trail markers.

⁴ *Newspapers* include magazines, newsletters, and corporate publications.

⁵ *Products* include calendars, postcards, t-shirts, drinking mugs, and memorabilia.