



200 East Washington Street, Charles Town, WV 25414 • 304-725-8628 • jeffcomuseumwv.org

Research Services Fees and Policies

Fees

The Jefferson County Museum is a non-governmental, nonprofit museum dependent upon fees and donations to meet operating expenses.

The museum provides 30 minutes of free research in its collection only (no off-site research) for persons who make requests via phone, email, in-person, or online. The fee for research beyond the 30 free minutes is given below.

Research services	Fee (7% tax added to all fees; 4% added for credit/debit card payments)
First 30 minutes	Free
Research beyond 30 free minutes	\$30 per hour or fraction of an hour

Policies

1. Fees are subject to change without notice.
2. The museum reserves the right to decline or limit requests for research services.
3. The museum does not guarantee research results and fees are nonrefundable regardless of results.
4. Payment for research beyond the 30 free minutes is due before work begins.
If the patron's request is not fulfilled after 30 minutes of free research, the museum will provide the information obtained thus far and determine if the patron authorizes additional research and, if so, for how long. The museum will bill the patron for the authorized amount, begin work once payment is received, and inform the requestor of the results. If the request is fulfilled in less than the paid time, the museum will reimburse the patron.
5. Students (with valid IDs) and West Virginia non-profit organizations (with proof of non-profit status) receive a 50% discount.
6. At the discretion of the museum director, fees may be waived for those organizations with which the museum has reciprocal relationships.