



# Letterform Archive Tours and Visits

## Introductory Tour

## Private Group Tour

## Non-Profit Group Tour

## Class Visit

## Research Visit

### Description

You are a visitor from out of town or a local who has never been to the Archive before, interested in a **general tour** with a group of **4 or fewer**.

You are arranging a private tour for a **corporate team** or **any group of 5 or more**.

You are arranging a private tour for a **non-profit group of 5 or more**.

You are an **educator** planning a visit with your **students**, either with a focus on the subject matter of your course or to introduce the Archive as a resource.

You are a student, academic researcher, or professional with a **specific focus**, looking to engage deeply and independently with a few materials on a single topic.

### Maximum Capacity

12 total, 4 per pod

12 total

12 total

No limit\*

4 total

*\*We recommend groups of 20+ split into multiple visits.*

### Duration

(In-Person) 90 minutes\*  
(Virtual Visit) 60 minutes

(In-Person) 90 minutes\*  
(Virtual Visit) 60 minutes

(In-Person) 90 minutes\*  
(Virtual Visit) 60 minutes

(In-Person) 90 minutes\*  
(Virtual Visit) 60 minutes

(In-Person) 120+ minutes

*\*60–75-minute tour,  
15–30 minutes of browsing*

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15–30 minutes of browsing*

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### Pricing

\$7–30 per person

Starts at \$20 per person,  
\$100 minimum

Donation suggested

Honorarium suggested

Donation suggested

### Availability

Thursdays 2–3pm PT and  
Fridays 10–11am PT\*

Flexible; pricing varies  
depending on day and time\*

Tuesdays–Fridays  
11am–5pm PT\*

Tuesdays–Fridays  
10am–6pm PT\*

Currently unavailable  
(*in-person only*)

*\*Virtual Visits only at this time.*

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### Expert tour guide?

Yes

Yes

Yes

Yes

No

### Handling of materials permitted? (*In-Person Only*)

Yes

Yes

Yes

Yes, for groups of ≤12 only

Yes

### Tour includes an overview of the Archive's operations and holdings?

Yes

Optional

Optional

Yes

N/A

### Customized materials requests?

Limited

Expansive

Moderate

Moderate

Expansive

### Workshop/event facilitation?

N/A

Additional fees apply

Additional fees apply

N/A

N/A

### Space rental available?

N/A

Additional fees apply

Additional fees apply

N/A

N/A