

Schedule of Fees for Reproduction Services

Document Copies

- Photocopies & digital copies in PDF format of records \$0.50/page
- Colour laser photocopy \$1.00/page
- Prices are based on letter size paper (8.5 x 11")

Research Fees

- A fee may be charged for detailed reference inquiries that require the Librarian to spend more than 30 minutes working on a specific request \$30.00/hour

Photographic Prints

- Pre-payment of fees is required 4 x 6 • \$15.00
- A Photograph License Agreement must be completed and approved before an order will be processed – please contact Librarian/Archivist 5 x 7 • \$20.00
- 8 x 10 • \$30.00
- Reproduction of a print or negative can take **up to 4 weeks** for processing 11 x 14 • \$50.00
- Custom orders or large formats (including cropping) may cost extra 16 x 20 • \$75.00

Photographic & Audio/Visual Digital Copies

- Custom scanning (charged if image is not currently digitized) \$15.00 per image
- Digital image is emailed or sent using a file sharing program to researchers (up to 11" x 14" @ 300 DPI). \$20.00 per image
- Digital audio or video copies \$40.00 per file
- Custom digital orders and high resolution images may cost extra.

Artifact Photography

- Digital photograph(s) of artifact by Curator \$35.00 per artifact

Rush Orders

- Subject to availability
- Orders are processed within 10 business days of receipt 100% surcharge

Publication and Commercial Use Fees

- Print publications (magazines, newsletter, report, book, website) \$25.00 per image
- Television broadcast, films \$100.00 per image
- Non-profit \$5.00 per image
- News media No charge

Shipping & Handling ... prices may vary based on volume/size of order

- Handling Fee applies to large mail orders \$5.00
- Visit the Canada Post website for current prices for shipping and postage

Taxes

5% GST applies to all purchases from the Museum whether the purchaser is a Canadian resident or not. Taxes are payable on user fees outlined above. Custom orders using a third-party vendor are subject to both GST and PST (12%).

Completion Time

Orders are processed within 30 business days of receipt. Smaller orders may be completed in 7 to 10 days. Orders requiring special handling such as charts and other oversized documents, panoramas and large orders may require more time to process; rates are determined by third-party vendor.

Prices are subject to change without notice.