



BROCKVILLE MUSEUM

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www.brockvillemuseum.com

Archival Fee Schedule

The Brockville Museum is pleased to be able to provide research and archival reproduction services to the public as part of its mandate of promoting Brockville's history as per the guidelines outlined in the museum's *Collection Policy and Procedures (2018)* and this fee schedule.

We rely on self-generated revenue, including donations, to ensure we continue to provide exceptional public and educational programming, transformative exhibitions, and access to our collections. Fees charged for reproductions and archival services help to sustain the museum's activities and collection.

When fees are involved, the individual making the request will be informed of the estimated cost before the work begins and maximum charges will be discussed.

All orders will be completed within three weeks of the order submission. Rush orders (less than five business days) will be charged an additional flat rate of \$20 and are subject to staff availability.

Research Fees (including retrieval of images)	
Research Request- initial reply	Free initial reply <ul style="list-style-type: none"><15 minutes staff timeWill provide a cost estimate to complete request if >15 minutes.
Research Request- after initial reply <ul style="list-style-type: none">Including any follow-up correspondence	First 15 minutes are free. Every subsequent 30-minute period is \$15.00
In-Person research: in-person access is very limited. Access is limited to "research files" (does not include access to archival documents). <ul style="list-style-type: none">Includes permitted use of personal camera for reference purposesMust be arranged a minimum of one week in advance.Must provide sufficient information in advance so the staff can pull the appropriate research folders in advance	\$10 per 2 hour visit

Photocopy and Digital Reproductions – Research files	
8.5" x 11" to 8.5" x 14" paper	\$0.25 per side (black & white) \$0.50 per side (colour)
11" x 17" paper	\$0.50 per side (black & white) \$1.00 per side (colour)
Digital scans (PDF emailed)	\$0.25 per page (up to 10 pages); OR \$0.15 per page for automatic feed of 10+ pages

Photograph/Document Reproduction Scanning For personal or research use only	
Photograph standard reproduction fee provided in up to 300 dpi JPEG digital file (already scanned)	\$10.00 per image
Photograph custom reproduction fee provided in 300 dpi TIFF digital file (re-scanning needed)	\$30.00 per image
Digitization fee for non-digitized photographs or documents (includes digital copy of item)	\$40.00 - \$80.00 per item
Document scan up to 8.5" x 14"	\$10.00 per item (up to five pages)
Oversized document scan up to 11"x17"	\$20.00 per item

Publication or Other Commercial Use Fee Use is subject to the terms and conditions set out in the "Public and Commercial Use Contract" which must be signed	
Per photograph/document to be used in a commercial/publications (decoration in place of business, smaller publications, calendars, reports, advertisements, posters etc)	\$50.00 in addition to reproduction scanning fees listed above
Per photograph/document to be used in a bulk publication manner (books, brochures, postcards, textbook, exhibition catalogue, etc)	<u>Bulk order</u> \$150 for the use in publication for the first 1000 copies, \$50 for every 1000 copies past that
Website/Multimedia <ul style="list-style-type: none"> • Non-profit • Commercial 	\$100 \$250

Payment Policy

- All research requests will have their invoice emailed to them upon completion of the request. Once payment is received in full, the order will be email to the patron (or made available for pick-up at the museum).
- Invoices are due upon receipt. A second notice will be sent out 30 days after invoice date if still unpaid.
- Payment may be made in cash or by Debit in person only. Personal cheque made out to "Brockville Museum" may be made in-person or by mail. Visa and MasterCard can be accepted over the phone.
- Customers who are picking up their orders will be called or notified by email when their copies are ready. Orders picked up must be paid in full at time of pickup.
- All prices are subject to change without notice.

Reproduction Policy

The fee schedule provided is to inform patrons of what services are available at the Brockville Museum and at what cost. Factors such as the physical condition of the records, copyright restrictions, etc. may prevent some or all of the reproduction processes from being offered. If the service you require is not listed, please consult with staff to determine whether we are able to accommodate your requirements. Custom order charges will be negotiated on a case-by-case basis. We currently do not reproduce any audio or film in our collection. Due to restriction of our scanner size, scans of large format photos and maps are not available.

Contact

All inquiries about this fee schedule as well as formal research requests should be directed to museum@brockville.com. Research requests forms are available on the museum's website and at the front desk.