

## ARCHIVES REPRODUCTION FEES

All orders must be pre-paid in cash or by cheque (payable to the North Vancouver Museum and Archives Commission). We regret we are unable to process debit or credit card transactions. All fees are subject to applicable taxes and are subject to change without notice.

### 1. Photocopies and Computer or Microfilm Reader print-outs *(per page; includes taxes)*

- Letter or legal: 25¢; Student rate: 10¢
- 11x17 (photocopies only): 50¢; Student rate: 30¢

### 2. Digital files *(photographs, sound and moving image, maps and plans)*

- \$20/file, + tax. Delivered by e-mail link, or burned to CD or your own memory stick for pickup.
- Reproduction of oversize items such as maps and plans, and audio-visual materials that cannot be reproduced on site, will be considered custom orders; price will be based on estimate of costs from the service provider. NVMA will add a minimum service fee of \$20 per order when materials must be sent off site for reproduction.

### 3. No charge options:

- Low resolution digital copies can be downloaded from our online database. Please credit the North Vancouver Museum and Archives, and include the inventory number when you use these images.
- Most materials can be photographed without flash – bring a camera with you.
- Bring your own flatbed scanner.

### 4. Research or other requests involving Archives staff time

- Research/photocopying carried out by staff at customer request - \$30/hr. after the first ½ hr. Note that we cannot guarantee availability of staff time to accommodate client deadlines.
- Custom Photoshop retouching of digital images - \$30/hr. after the first ½ hr.

### 5. Postage and Handling

- NVMA increasingly provides copies through electronic means. Postage and media costs will be added to orders on a cost recovery basis as necessary.

### 6. Use Fees

- No additional fee is charged for the use of images for personal and non-profit uses, or for use in print or on-line publications.
- If the client intends to use our source images for multiple reproduction for commercial resale (framed images, or on calendars, coffee cups, T-shirts and the like), a commercial usage fee of \$100/image will be applied. This includes the cost of the scan.

**Note –NVMA must be properly credited for all uses of any materials for publication or exhibition. Credit should include “North Vancouver Museum and Archives”, the item’s inventory #, and photographer’s name if known.**