



Effective November 2000. Updated March 2007

Photographic Reproduction, Research Policy and Fees

Please read and understand the following

The BC Museum of Mining is a non-profit organization. Our mandate is to provide understanding about BC Mining, its past, present and future. We will endeavor to provide as much service as possible towards research and providing access to our historic photographic collections.

Research Fee

All prices are subject to change without notice

The Museum does not have full time researchers on staff. Our ability to conduct research or a photograph search will be assessed with each request.

Simple information requests that do not involved more than 15 minutes of staff time to complete will be done free of charge.

In some cases of research, an initial in-person or phone consultation with Museum staff or volunteers is needed. The first consultation will be of no charge, with follow up consulting being charged at the stated hourly rate.

The rate is \$50.00 per hour (or part of hour) for Museum staff time. This is to locate photographs or archival material pertaining to your request. This can be negotiated in special cases.

Prior to the Museum agreeing to have its staff conduct research, an assessment as to our ability to do so will be made. Also, we make no guarantee that we will find the information being requested. Response to the request will be within two weeks, unless otherwise indicated. The research request must be very clear and we can only accommodate specific questions that are in writing.

If an archive, photo or map request can be filled relatively easily by Museum staff, only the fee for reproduction will be charged, otherwise time (\$50.00 per hour) will be charged in addition to the per photo charge. In some cases this can be negotiated.

If a researcher wishes to conduct their own photo search using the available finding aids, there is a one time \$20.00 fee. Researchers are welcome to come back to complete their research as they need to.

If a staff person is to conduct the photo search, a flat rate of \$50.00 per hour or portion of hour will be charged. Staff will advise if they can easily locate the requested photo or if the fee is to be charged.

The public is welcome to conduct their own archival research, but an appointment MUST be made first. A staff person will find the appropriate files and materials for the researcher to go through.

Publication Fee

There is a publication/video fee of **\$20.00 (North American publication), \$30.00 (world wide publication) per picture** or image used from the BCMM archival collection. This applies if the image is for use in any book, pamphlet, poster, film, slide presentation, exhibit, and/or any other form of 'publication'. This fee is a one-time use only. All BCMM property and materials are copyrighted for the Museum's use. **Any other public use for profit must be discussed with the Museum's Board of Directors.**

Use of any image requires that credit be given to the BC Museum of Mining.

For Reproduction Fees for Photographs and Other Archival Materials - Please add P.S.T., G.S.T., and courier charges.

These are all send-out services; please allow a minimum of two weeks for processing. Our fee for service is based on actual cost of reproduction plus a staff handling charge of \$10.00 per image. Blueprints and maps will have a \$15.00 per item charge. Staff can advise about the current price of reproduction at the labs in Squamish.

All images without a negative, will have a negative made at your cost. Copy negative will be the commercial cost charged by the photo developer. All negatives become property of the BC Museum of Mining.

Black and White: (courier charges apply). Black and White photographs must be sent to Vancouver to be reproduced. Charges are for a return trip.

Digital Photos and Images

The Museum does have the bulk of its photographs digitized. These digital records are used as finding aids and are not of a high resolution but for many purposes, they are just fine. These digital images will be printed on photo paper, with a watermark credit line to identify the image as belonging to the Museum. The fee for these is \$5.00 per image. The \$50.00 per hour research fee will apply if staff must conduct a photo search.

In the case of shooting a quality digital image, the \$50.00 per hour research fee will apply. This fee covers the time to locate, digitize and process the requested images. Usually 5-10 images can be done in one hour. A handling fee of \$10.00 per image will also apply, even with those requests where the \$50.00 per hour research fee is charge. The image will be printed on quality photo paper, and each image will have a discrete credit line as part of the digital image.

Photocopying Fee

\$0.50 per copy plus GST.

Courier Charges

\$32.00 including taxes, unless in special circumstances where significantly greater costs are incurred. In these cases, a cost will be agreed with the client prior to shipment.

Procedures for Off-Day Research

Special appointments may be able to be arranged for days when the Museum is typically closed. This will depend on whether a staff person is willing to come in on their day off. Appointments must be made with the Manager Curator. Seven days notice is required. The fee is \$70.00 per hour, minimum four hours, plus other regular research fees will apply. A 50% deposit is required for off-day research appointments, and is non-refundable upon cancellation.

Regulations

Researchers are reminded that they are working with historical records and objects, which are unique and often very fragile. In order to protect this material, we would ask that all materials be handled carefully. Do not place open volumes face down, remove one folder at time from document case, preserve the existing order of manuscript papers, wear the gloves provided, do not trace maps or other records and do not lay note taking paper on top of documents.

No original materials are not allowed to leave the museum. There will be no relaxing of this policy for any reason, unless another accredited Canadian Archives is involved.

Please take the time to fill out the project description form (attached). This is necessary for us to keep track of where our images, objects and materials have been used with our permission. This will protect you and any client you may have from any misunderstanding in the future.

Payment

Payment can be made by cash, Debit, Visa or MC. For larger orders, invoicing can be arranged.

**** Prices are subject to change without notice ****

I have read and understand the above.

Signed this _____ day of _____, 200__

Signature _____ Print Name _____

Address _____

_____ Phone _____

email _____