

# THE MUSEUM & ARCHIVES OF VERNON

## Archival Fee Policy and Schedule

### 1. Rationale

All processing and licensing fees go toward the costs of caring for, conserving and providing access to the MAV's archival collection, and are reviewed annually to ensure they align with those of other publicly-funded museums and archives in Canada. All fees may change without notice.

### 1. Processing Fees

**Processing fees** cover the costs needed to source, process, clear for use, and provide materials. Processing fees also cover past costs to the organization for the care and maintenance of said materials.

### 2. Licensing Fees

**Licensing fees** are applied when archival materials are used in revenue-generating projects (e.g. for-profit books, movies, advertising, etc.). Licensing fees are also levied on materials featured on websites that include third-party advertising or that sell products.

### 3. Exemptions

At the discretion of an archivist, any and all fees may be waived. The following list includes standard exemptions.

- No fees are levied for Indigenous users, or for projects which involve Indigenous collaborators.
- No fees are levied for the City of Vernon, or the Regional District of the North Okanagan. Research fees may apply for projects that require more than 20 minutes of staff time.

- Processing fees are not levied on materials used by other GLAMs. Research fees may apply for projects that require more than 20 minutes of staff time.
- Licensing fees are not levied on materials used by non-profit agencies, other GLAMs, schools, and universities. Processing fees may still apply.
- Licensing fees are not levied on materials being used for private purposes (gifting, research, etc.). Processing fees may still apply.
- Licensing fees are not levied on materials in the public domain. Processing fees may still apply.

## 5. Taxes

Taxes are not levied on research or digital copies of images. Taxes are levied on photocopies and physical copies of images.

## 4. Conditions

The use of archival images is subject to the conditions laid out in the [Conditions for Use of Photographic Images form](#). This form must be filled out and signed before ordering any images. "Images" includes both digitized copies of analogue photographs in the MAV collection, and copies of documents scanned and provided in a digital image format.

The use of recordings is subject to the conditions laid out in the [Conditions for Use of Recordings Form](#). This form must be filled out and signed before ordering any copies of recordings. "Recordings" includes both copies of oral history recordings and archival footage.

## 5. Orders

Orders for materials can be placed in-person, via phone, or via email. The MAV does not offer rush service. All requests are processed in order and may take up to 20 business days, depending on the volume of requests.

## 6. Payment

The MAV is happy to accept cash, debit, credit, and cheque transactions, either through the in-person POS system or online via our gift shop or an invoice. The MAV cannot accept e-transfers. All requests for materials are to be prepaid.

## 8. Delivery

Digital copies of materials can be sent via email, a file transfer service, or copied to a disc/memory stick. The MAV does not supply memory sticks, and users will have to arrange to have one dropped off if this is the preferred method of delivery. Discs can be provided at an additional cost (see below). Physical copies of materials can be sent by Canadian Post or courier on request, but the recipient must cover all costs. A 10\$ administrative (handling) fee is applied to all orders.

## 9. Fee Schedule

### 9.1 Photocopy Charges

Non-original materials (including newspapers, information files, and copies from microfilm)			
Type	Ink	Size	Fee
Self-Copied	Black & white	Letter or Legal	\$0.25/page \$0.10/page (student)
Self-Copied	Colour	Letter or Legal	\$1.00/each
Self-Copied	Black & white	11" by 17"	\$0.50/page
Self-Copied	Colour	11" by 17"	\$1.50/each

Original materials (at discretion of archivist)			
Type	Ink	Size	Fee
Staff-Copied	Black & white	Letter or Legal	\$0.50/page \$0.25/page (student)
Staff-Copied	Colour	Letter or Legal	\$2.00/each
Staff-Copied	Black & white	11" by 17"	\$1.00/page
Staff-Copied	Colour	11" by 17"	\$3.00/each

## 9.2 Processing Charges

Images – Digital Copies		
Resolution	Format	Fee
300 dpi	.jpeg	\$20.00/each (regular) \$3.00/each (student) \$10.00/each (non-profits, schools)
300 dpi	.tiff	\$40.00/each
600+ dpi & high resolution rescans	.jpeg	Cost + 50%/each

Images – Physical Copies			
Type	Ink	Size	Fee
Regular	Black & white	Up to 8.5 x 11	\$3.00/each (regular) \$0.25/each (student)
Regular Paper	Colour	Up to 8.5 x 11	\$5.00/each
Photo Paper	Black & white	Up to 8.5 x 11	\$6.00/each
Photo Paper	Colour	Up to 8.5 x 11	\$8.00/each

Other	
Digitization Fee for Non-Digitized Materials (includes images and maps; For digital copies of documents, refer to inquiry package)	\$30.00/each
Extraction of Still Images from Film Footage	\$100/each
Scanning of Images to Disc	\$5.00/disc + digital image processing fees
Oral History Recording	\$15.00/each
Digital Document Inquiry Package, 5+ pages (PDF)	Less than 5 pages free \$30.00/file (+\$0.50 per additional page over 30)
Public presentation	\$45.00/hour (includes presentation and preparation) \$25.00 for use of equipment

### 9.3 Licensing Charges

Project Type	Fee
Brochures, Newsletter, Social Media, Exhibit Advertising	\$10.00/image
Books, Reports, Textbooks, Interior/Exterior Displays	\$30.00/image
Magazines, Calendars, Websites, T-Shirts, Mugs etc.	\$50.00/image
Film/Video	\$100.00/image
Images in Perpetuity	\$250.00/image

## 10. Additional Fees

### 10.1 Archival Research Requests

The archives team will answer requests for information free of charge for the first 20 minutes of research time. A charge of \$45/hour will apply for time spent in excess of 20 minutes. Research requested above 20 minutes will only be accommodated if time permits. Additional charges may apply (e.g. photocopying, inquiries package, etc.).

### 10.2 Environmental Research (Professional)

Environmental Research companies will be charged a fee of \$30.00 for the use of our archival resources plus any charges incurred through photocopying or image reproduction.

### 10.3 Public Presentations

Public presentations by a member of the Archives Team will be offered to for-profit organizations at a rate of \$50.00/hour; this includes preparation, travel, and presentation time, totaling 4-5 hours or more. Not-for-profit organizations will be offered presentations at a rate of \$100 all inclusive. Other arrangements may also be discussed.

**Membership with the Museum & Archives of Vernon entitles users to 15% off fees for archival services.**