

## **University Archives Reproduction Services and Fee Schedule June 2015**

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### **1.0 Conditions of Reproduction Services**

Researchers may request reproductions of materials in the Dalhousie University Archives Permanent Collection under the conditions outlined below.

1. All reproductions will be arranged through department staff. Researchers will be notified of any applicable fees before the request is fulfilled.
2. Reproduction may be refused in the cases of copyright restrictions, donor restrictions, or due to the physical condition of the item.
3. Unless otherwise stated, fees for reproduction services will be determined in accordance with the fee schedule attached to this policy.
4. The researcher assumes full responsibility for avoiding infringement of copyright and for securing publication rights to the reproduced materials.
5. Reproductions may not be further duplicated for sale or subsequently be disseminated without specific agreement and the payment of any applicable fees.
6. Unless authorized in writing by the department and noted in the credit line, reproductions will not be shown with added colouring, superimposed or transposed, or altered or cropped in any way that significantly changes the meaning or context of the image, or comprises its authenticity as an historical document.

The following sections explain the scope and availability of reproduction services offered by the Dalhousie University Archives.

### **2.0 Availability of Reproduction Services**

A number of reproduction methods and delivery options are available. Not all services are available at all times; in particular, staff availability and equipment restrictions may reduce turnaround time.

The University Archives does not have equipment to handle some reproduction requests. In these cases, the material must be assessed by staff and, if possible, outsourced to an external vendor chosen by the University Archives. In these cases, the University Archives will provide the researcher with a quote that includes the vendor's fees and any shipping fees.

### **3.0 Photocopying**

Most photocopying is done by department staff. Requests for photocopies must be made between 9:00 a.m. and 5:00 p.m., Monday to Friday.

In most cases, the researcher must complete a Reproduction Request Form (available on the Dalhousie Libraries website). The best quality copy possible without damaging the item in any way will be provided to the researcher.

Requests to photocopy entire fonds or collections and/or substantial portions thereof will be determined on a case-by-case basis.

On rare occasions, materials may be photocopied by researchers. Permission must be granted by the University Archivist. In these cases, materials can be taken from the Archives and Special Collections Reading Room to reproduction equipment in the Killam Learning Commons. Researchers must leave proper identification at the Archives and Special Collections reference desk. Materials are not permitted to leave the Killam Library under any circumstance.

Express photocopy service is available to researchers who require copies within a few hours, if staff is available to handle such requests. Orders over ten pages will be filled within three hours at double the normal copying fee or \$5, whichever is greater. Orders under ten pages that can be accommodated immediately will be processed and charged the regular fee. Individual researchers are permitted only one such order per day.

### **4.0 Copies from Microfilm/Microfiche**

A microfiche/microfilm reader that makes scans of individual pages is available in the Killam Learning Commons. Researchers may bring microfiche/microfilm to this reader and perform their own copying at no charge only after leaving proper identification at the Archives and Special Collections reference desk. Microform materials are not permitted to leave the Killam Library under any circumstance.

### **5.0 Scanning**

Requests for digital scans will be handled by department staff. Researchers can request scans at 150, 300, or 600 dpi in JPEG, TIFF, or PDF format. Requests that fall outside these specifications will be handled on a case-by-case basis.

In most cases, the researcher must complete a Reproduction Request Form (available on the Dalhousie Libraries website).

If possible, scans will be provided via email attachment or a secured file exchange system within three working days. There is no fee for email transmission. Scans that cannot be transmitted via email or secured file exchange will be provided on CD or DVD. Additional fees will apply for CDs, DVDs, and/or shipping and handling.

Requests to scan entire fonds and/or substantial portions thereof will be determined on a case-by-case basis. Fees and delivery times will be established on a case-by-case basis if the digital reproduction work requires extensive staff time or the use of an outside vendor.

On rare occasions, materials may be scanned by researchers. Permission must be granted by the University Archivist. In these cases, materials may be taken from the Archives and Special Collections Reading Room to scanners in the Killam Learning Commons. Researchers must leave proper identification at the Archives and Special Collections reference desk. Materials are not permitted to leave the Killam Library under any circumstance.

Express scanning service is not available.

## **6.0 Fax Service**

Faxing to locations within Canada will be done only under extraordinary circumstances. There are no international faxing services available.

## **7.0 On-site Photography**

At the discretion of the reference staff, researchers may use personal cameras (film or digital) to make personal photographs of material from the collection. The use of flashes will not be permitted under any circumstance. A template noting *Property of Dalhousie University Archives* will be placed on each page photographed.

Onsite photography sessions must be booked at least 48 hours in advance. Arrangements to photograph materials can be made by staff only once it has been determined there are no donor, privacy, or copyright restrictions. Photography is permitted from 11:00 a.m. to 5:00 p.m., Monday to Friday.

## **8.0 Copyright**

Dalhousie University Archives handles all requests for reproductions in accordance with existing copyright legislation. Dalhousie University is not responsible for copyright infringement by an individual using a photocopy machine or scanner installed on the premises of the University.

If you have any questions about copyright, please contact the Libraries' Copyright Services Coordinator.

## **9.0 Permission to Publish, Exhibit, Broadcast, or Otherwise Distribute**

Permission to publish facsimiles of materials held by of Dalhousie University Archives will be granted only for materials of which the department is the copyright holder.

Permission will be granted by the University Archivist on a case-by-case basis. Typically such requests are granted for one-time, non-exclusive use.

The researcher must submit their permission request in writing and the request must reference specific files or items. Consult with departmental staff for assistance. Approved requests will be documented using a Permission/Licensing Form to be signed by department staff and the researcher.

Materials that are published, exhibited, broadcast, or otherwise distributed must be attributed to Dalhousie University Archives as stipulated in the signed Publication/Licensing Permission Form.

Note that fees for permission to publish, exhibit, broadcast, or otherwise distribute materials held by the department are in addition to any reproduction fees. Please consult the Fee Schedule for more information.

## **10.0 Payment of Fees**

Payment of all fees is due upon receipt of reproduced materials. A 20% pre-paid deposit is required on all orders over \$100. See the Fee Schedule for more information on reproduction fees. The department reserves the right to withhold reproductions until payment in full is received. Fees may be paid by cash, cheque or credit card.

In most cases, an invoice will be provided. Unless explicitly requested, invoices will not be provided for on-site requests for photocopies that are processed immediately.

## Appendix A – Reproduction Fee Schedule

The following fee schedule outlines the costs associated with requests for the reproduction and distribution of materials held by Dalhousie University Archives.

Students must show a valid Student ID to qualify for student rates. **NOTE: a 20% pre-paid deposit is required on orders over \$100.**

The following table outlines standard photocopying fees (prices are per page/image):

| Photocopying                                 | Students | Non-Students |
|--|----------|--------------|
| Letter-sized (8 ½ x 11)                      | .25      | .25          |
| Legal-sized (8 ½ x 14)                       | .25      | .25          |
| Oversized (11 x 17 and larger)               | .50      | .50          |
| <b>Express Photocopying (over ten pages)</b> |          |              |
| Letter-sized (8 ½ x 11)                      | .50      | .50          |
| Legal-sized (8 ½ x 14)                       | .50      | .50          |
| Oversized (11 x 17 and larger)               | \$1.00   | \$1.00       |

The following table outlines standard scanning fees (prices are per page/image). Large orders will be handled on a case-by-case basis and fees may be determined on an hourly rate rather than price per page/image.

| Scanning Documents and Photographs | Students | Non-Students |
|------------------------------------|----------|--------------|
| Low-resolution photocopier scan    | .25      | .25          |
| High-resolution scan               | .50      | \$1.00       |

The following table outlines standard fees for shipping and handling of reproductions:

| Shipping and Handling | Within Canada   | United States |
|-----------------------|-----------------|---------------|
| Fax                   | \$1.00 per page | N/A           |
| Compact Disc          | \$2.00          | \$2.00        |
| 1-40 pages            | \$4.00          | \$10.00       |
| 41-500 pages          | \$10.00         | \$20.00       |
| 500+ pages            | TBD             | TBD           |

Courier fees and overseas shipping and handling fees will be charged on a cost-recovery basis.

## Appendix B – Publication/Distribution Fee Schedule

The following table outlines standard permission fees for publication and or distribution of archival material:

| <b>Print Publications</b>                       | <b>Permission Fee</b>      |
|---|----------------------------|
| Non-commercial, scholarly books and periodicals | No charge                  |
| Other books and periodicals                     | \$15.00                    |
| Dust jackets, covers, posters, calendars, etc.  |                            |
| – Scholarly use                                 | \$25.00                    |
| – Commercial use                                | \$50.00                    |
| Advertising                                     |                            |
| – Non-profit use                                | \$50.00                    |
| – Commercial use                                | \$100.00                   |
| <b>Display/Exhibition</b>                       | <b>Permission Fee</b>      |
| One location, up to three items                 | \$100.00                   |
| Additional items                                | \$25.00                    |
| Each additional location                        | \$50.00                    |
| <b>Broadcast/Electronic Transmission</b>        | <b>Permission Fee</b>      |
| Television program                              | \$50.00                    |
| Television commercial                           | \$100.00                   |
| Video/Film                                      | \$50.00                    |
| Internet/Digital Media                          | \$50.00 (students \$10.00) |