



## Museum of Lennox and Addington Archives Fee Schedule

The following fee schedule is provided to inform patrons what services are available at the Archives 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 the archivist to determine whether we are able to accommodate your requirements. Custom order charges will be negotiated on a case-by-case basis.

Photograph orders will be completed within 3 weeks of request.

Copyright Policy Copies are provided for research or private study purposes only. Please consult the Lennox and Addington County Archives copying policy for more information. If you are planning to use any copy for purposes other than for research or private study, please see an archivist to fill out the requisite paperwork.

<b>Document Reproduction – Print Copies</b>	
8.5 x 11 – 8.5 x 14 inch paper (letter or legal) per page per side	\$0.25
11 x 17 inch (ledger sized) per page per side	\$0.50
<b>Document Reproduction – Digital Copies</b>	
Scans per page per side * Sent via email or cloud service. Please note the Archives cannot save to personal USB sticks or CDs	\$0.25
<b>Photograph Reproduction - Digital Copies</b>	
Per image * Sent via email or cloud file transfer. Please note the Archives cannot save to personal USB sticks or CDs	\$5.00
<b>Distance Research</b>	
Per ½ hour	\$15.00
<b>Publication Use</b>	
Per item * In addition to reproduction fees	\$25.00
<b>Postage and Handling</b>	
Cost of copies up to \$5.00	No charge
Cost of copies \$5.00 to \$50.00	\$5.00
Cost of copies >\$50.00 to \$100.00	\$10.00

## **Payment policy**

- All Distance research requests will have their invoice mailed/emailed to them upon completion of the request. Once payment is received in full, the order will be mailed to the patron.
- 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 (Canadian dollars) and by debit card in person only. Personal cheque or money order (Canadian dollars) made out to “Lennox and Addington County Museum” accepted in person or by mail. Visa and MasterCard accepted in person or by telephone.
- Payments processed by credit card and subsequently declined will be invoiced directly to the customer.
- Customers who are picking up their orders will be called or notified by mail when their copies are ready, based on their preferred method of contact. Orders being picked up must be paid for in full at time of pickup.
- A postage and handling charge will be applied to all mail out orders over \$5.00. Customers will be charged the actual service cost when they request delivery by any method other than regular postal service.