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## REPRODUCTION FEE SCHEDULE

Approved: October 31, 2023

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The Western Development Museum is pleased to provide reproductions of materials from our Collection. Reproduction, shipping and handling, and user fees are listed below and are intended to cover the costs associated with materials, postage and staffing time. Permission to reproduce materials other than for personal research is considered under a *Terms of Use and License Agreement*.

### REPRODUCTION FEES

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#### Digital Image Scanning and Email Delivery Fees

Standard High-Res. Scan (300 dpi JPEG or TIFF) where scan has already been completed	\$20/image
Standard High-Res. Scan (300 dpi JPEG or TIFF) with new scanning required	\$30/image (up to 30 mins)
Custom scanning (i.e. large format; or retrieval from storage)	\$50/hour (two-hour maximum per image/artifact)

#### Photocopying Fees

Black and White Copies	\$0.50/page
Colour Copies	\$1.50/page

### USER FEES

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Private/research/academic/educational/news media/documentary/personal or non-commercial social media/or when of benefit to the WDM (i.e. articles featuring the WDM or its artifacts)	Fee Exempt
Commercial publications (i.e. for-profit books, magazines, commercial web pages, calendars, advertisements, etc...)	\$100/image *For non-profit organizations deduct 50%
Exhibition rights	\$150

### SHIPPING/HANDLING FEES

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Photocopying Shipping & Handling Fees	1-24 pages: Complimentary
Shipping Fees (Canada Post) >25 pages	Based on Weight

## **Ordering**

Please contact the Curatorial Associate (WDM Corporate Office) directly by phone, email, fax, letter or in person (by appointment only) and provide the following:

- Contact information
- List of material requested including photo and/or catalogue numbers (if applicable)
- Detailed description of intended use(s), including personal/private use, project title, name of publisher, print run, sale price, production date, language(s), rights required, etc...

Please note that some items in our Collection are not suitable for reproduction. We will do our best to accommodate your request. However, for the safety of the artifacts, all decisions of the WDM are final.

Requests for licensing and user fees not listed above will be considered on a case-by-case basis at the discretion of the Chief Curator – Director of Collections & Research.

## **Reproduction fee exemptions**

The WDM is pleased to offer fee-exempt reciprocal reproduction services and/or fee reductions to other Saskatchewan-based libraries, archives and museums, as well as former WDM staff members (and their family members), volunteers and artifact donors (and their family members) on a case-by-case basis at the discretion of the Chief Curator – Director of Collections & Research.

## **Payment**

Advance payment of fees is required. The following payment types are accepted: Cash, Debit Card (in-person), VISA, MasterCard, Discover and AMEX. All sales are final.

Allow up to two weeks for delivery. We will make every attempt to provide rush services, but we may be unable to do so. Some orders may exceed our two-week service standard due to circumstances beyond our control.

The fee schedule is subject to change without notice. GST of 5% will be added when applicable.

## **Permission**

The WDM does not own the copyright to all the materials in its Collection. Users are responsible for obtaining copyright clearance where the WDM does not hold copyright.

All reproductions are for one-time, non-exclusive use.

Images may not be altered in any way without the permission of the Chief Curator – Director of Collections & Research.

The following credit line must be applied when using WDM images: *Western Development Museum Collection, Saskatchewan, [Number]*

Photocopied material is stamped with: “Western Development Museum. For Research or Private Study. Not to be reproduced.”

***The Western Development Museum will gratefully accept one copy of any published work in which our images or artifacts appear.***