

**St. Marys Museum and Archives – Fees for service, 2021**

| Item or Service  | Fee   |
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| <b>Admission to Museum</b> for self-guided tours.  | Admission by donation.  |
| <b>Admission to Archives</b> for independent researchers – staff assistance limited to a welcome and brief orientation.  | No charge – donations gratefully accepted.  |
| <b>Admission to Museum for guided group tour- regular hours</b>  | \$4.75 per person- adult<br>\$4.00 per person- senior   |
| <b>Admission to Museum for guided group tour- after hours</b>  | \$5.25 per person- adult<br>\$4.50 per person- senior   |
| <b>Outreach Programming- adult/senior day programs</b>   | By donation   |
| <b>Curriculum Based School Field Trips</b>   | \$3.50/student  |
| <b>Visiting researchers and distance research requests</b> – full staff assistance required.   | Researcher's choice:<br>\$5.75 per article <b>OR:</b><br>\$33.00/hour research assistance fee. Minimum charge: ½ hour or \$16.50  |
| <b>Reproduction of photographs from Museum's collection.</b><br><b>Note:</b> Museum staff will only copy images if there are no copyright restrictions.<br>A Reproduction Agreement must be signed before high resolution digital copies will be released. | \$12.50 Digital Image on CD or via email for personal use.<br>\$23.00 Digital Image on CD or via email for commercial use.  |
| <b>Photocopying of materials in archival collection.</b><br><b>Note:</b> Museum staff will only copy material if there are no copyright restrictions.  | \$0.30 per black and white copy<br>\$1.30 per colour copy<br>Museum staff reserves the right to restrict the number of pages of published material copied by a researcher if it appears to exceed what would reasonably be required for personal use.   |
| <b>Copying material from newspapers on microfilm:</b>  | Copies printed from the microfilm reader: \$0.60 per copy (black and white)<br>Researcher provides staff with information (date of paper, article reference and page number) and asks staff to print copies from microfilm - \$2.25 per reference will be charged<br>Digital Microfilm Scans: |

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|  | Emailed material: \$0.60 per scanned item.<br>Only CDs and/or USB sticks provided by the St. Marys Museum and Archives may be used on Museum owned computers. |
| <b>Freedom of Information requests</b> – will be made through corporate FOI officer. | In accordance with municipal policy and provincial/federal legislation.   |

**Please Note:**

- All fees include applicable HST.
- Staff will ensure patrons are aware of fees before any service is provided.
- Copies, including digital photos, are provided for personal research only. Permission to use material for publication in printed or electronic form must be cleared with copyright holders.
- Some large research projects may require extra staff resources. The Curator/Archivist and the researchers will determine fees for these projects before the research begins.
- Fees for staff assistance may be waived or reduced only at the discretion of the Curator/Archivist – for instance, in the case of a student working on a school project.
- Fees will be posted in the research area and will be available electronically.
- Fees will be reviewed regularly and may change as additional materials become available.