

St. Marys Museum and Archives – Fees for service, 2020

Item or Service	Fee
Admission to Museum for self-guided tours.	Admission by donation.
Admission to Archives for independent researchers – staff assistance limited to a welcome and brief orientation.	No charge – donations gratefully accepted.
Admission to Museum for guided group tour- regular hours	\$4.50 per person- adult \$3.75 per person- senior
Admission to Museum for guided group tour- after hours	\$5.00 per person- adult \$4.25 per person- senior
Outreach Programming- adult/senior day programs	By donation
Curriculum Based School Field Trips	\$3.25/student
Visiting researchers and distance research requests – full staff assistance required.	Researcher’s choice: \$5.75 per article OR: \$33.00/hour research assistance fee. Minimum charge: ½ hour or \$16.50
Reproduction of photographs from Museum’s collection. Note: Museum staff will only copy images if there are no copyright restrictions. A Reproduction Agreement must be signed before high resolution digital copies will be released.	\$12.25 Digital Image on CD or via email for personal use. \$22.45 Digital Image on CD or via email for commercial use.
Photocopying of materials in archival collection. Note: Museum staff will only copy material if there are no copyright restrictions.	\$0.30 per black and white copy \$1.30 per colour copy 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.
Copying material from newspapers on microfilm:	Copies printed from the microfilm reader: \$0.60 per copy (black and white) 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 Digital Microfilm Scans:

	Emailed material: \$0.60 per scanned item. Only CDs and/or USB sticks provided by the St. Marys Museum and Archives may be used on Museum owned computers.
Freedom of Information requests – 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.