

# BULKLEY VALLEY museum

1425 Main St. (PO Box 2615), Smithers, BC V0J2N0 | 250-847-5322 | [www.bvmuseum.com](http://www.bvmuseum.com)

## Research and Reproduction Services Policy

### Research Services

1. The Bulkley Valley Museum is a non-profit organization that relies on the support of the public. Funds raised through research and reproduction services are a vital revenue source that helps to sustain the operations of the Museum, including the Collections Online website.
2. The Museum does not have a full-time researcher on staff, and our ability to fulfill requests may be limited by staff time and resources. Factors such as the physical condition of the items, copyright restrictions, etc. may also limit our ability to fulfill some requests.
3. The Museum reserves the right to refuse urgent requests if it is felt that request cannot be completed in the required time.
4. At staff discretion, initial consultation or requests that do not require more than 15-30 minutes to complete may be done free of charge (e.g. a database search to see whether we have an item or collection). Further consultation will take place at either the commercial or non-commercial hourly rates (see Fee Schedule below).
5. Research service fees may be charged for services performed for an off-site researcher, or, where a researcher working on-site requires over 30 minutes of staff assistance.
6. The Museum may provide its services pro bono for educational or other purposes related to its mission statement and programming.
7. The Museum will provide a Research Report at the end of services, or will provide copies of items requested through the course of the research.
8. Researchers must indicate on their Research Request Form the maximum number of hours that they approve staff to work on the request. Where more than 3 hours of staff time is approved, the Museum reserves the right to bill in advance for at least 3 hours.
9. The Museum makes no guarantee that the requested information or collection items will be found. Invoices for staff time will be issued regardless of the outcome.

### Reproduction of Museum Materials

1. If you wish to use, reproduce, or transmit any image, text, or collection item for purposes other than personal or research use (such as for a book, brochure, CD or DVD, film or video, website, poster, exhibition, etc.), or should you wish to use the material for any purpose other than what has already been authorized, written permission must be obtained from the Bulkley Valley Museum.
2. The Museum and user will co-sign a Reproduction Permission form.
3. Where reproduction of materials requires over 30 minutes of staff time, fees for both staff time (research services) and reproduction will apply.
4. The Museum must be acknowledged using the credit line "Courtesy of the Bulkley Valley Museum" where its collection items are used and reproduced.
5. To protect collection items, researchers may not be allowed to scan or photograph items using their own equipment. Specific permission to do so must be granted by the Curator or Archivist.
6. Unless approved in advance by the Museum, all items will be reproduced in their entirety and shall not be retouched, obscured, or altered in any way which could affect historical or artistic integrity.

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## Fee Schedule for Research Services and Reproductions

1. All reproductions will be digital unless specified at the time of the request. Additional fees for supplies needed for non-digital reproductions (e.g. photo paper) may apply.
2. All digital files will be delivered by email or through Dropbox unless transfer via CD is requested. FTP transfer is not available.
3. TIFF or 600dpi scans may be available upon request. These files may be too large for delivery by email and will require CD transfer.
4. Where large quantities of photographs or other items are requested for reproduction and use, the Museum may negotiate a single one-time fee for its services, or may charge a reduced fee per item.
5. Waived and modified fees are evaluated on a case by case basis, and may be subject to approval by the Board of Directors.

<b>Research and Reproduction Services</b>	<b>Fee (not including taxes)</b>
Non-commercial (individual). Minimum one hour, pro-rated to the nearest half hour.	\$15/hour
Corporate/commercial. Minimum one hour, pro-rated to the nearest half hour.	\$30/hour
<b>Archival Photograph Reproduction</b>	
Non-commercial personal or research use (JPEG)	\$10 per item
Publication or commercial use. One time use. (JPEG)	\$50 per item
<b>Artifact Photography</b>	
Non-commercial personal or research use. (JPEG)	\$10 per item
Publication or commercial use. One time use. (JPEG)	\$50 per item
<b>Archival Document Reproduction</b>	
Non-commercial use (PDF or photocopy)	\$0.25/page
Publication or commercial use. One time use. (PDF or photocopy)	\$2/page
<b>Other</b>	
Transfer of scanned items to CD (includes CD)	\$5/CD
Mail of photocopies or CDs	Available upon request