

BULKLEY VALLEY museum

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

Research and Reproduction Services Policy

The Bulkley Valley Museum is a non-profit organization that relies on public support to fulfill its mission to preserve and present the history of Smithers and the surrounding Bulkley Valley. 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.

Research Services

1. 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.
 - a. The Museum reserves the right to refuse urgent requests if it is felt that request cannot be completed in the required time.
2. Factors such as the physical condition of the items, copyright restrictions, etc. may limit our ability to fulfill some reproduction requests.
3. At staff discretion, initial consultation or requests that do not require more than 30 minutes to complete are done free of charge (e.g. a database search to see whether we have an item or collection). Further consultation, research, or reproduction service work will take place at Staff Research Assistance rate.
4. Staff Research 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.
5. The Museum may provide its services pro-bono or at a reduced rate for educational or other purposes related to its mission statement and programming.
6. 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.
7. 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.
8. 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 Collection 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, signage 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 a credit line where its collection items are used and reproduced. BV Museum staff can consult on or provide appropriate credit line information.
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.

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.

Fee Schedule for Research Services and Reproductions

1. All photograph reproductions, and most document reproductions will be provided digitally; the Museum does not have a printer capable of making high quality prints.
 - a. For printing services, we recommend contacting Bulkley Valley Printers, or Mills Office Productivity.
2. All digital files will be delivered by email or through WeTransfer, unless transfer via CD is requested. FTP transfer is not available.
3. 300 DPI will be the minimum available quality for most items. 600 DPI or higher quality scans available upon request
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. Where significant staff time is requested for research services, approval by the Board of Directors may be required.
6. Waived and modified fees are evaluated on a case by case basis, and may be subject to approval by the Board of Directors.
7. Reproduction fees do not include the transfer of pages or articles clipped/saved from Newspapers.com. The only fee associated with Newspapers.com would be staff research assistance, where required under the policy.

Fee Schedule:

“Publication” or “commercial” use includes, but is not limited to: publication in books, periodicals, academic presentations, formal reports for clients, film/television, documentaries, advertising, internet publication (blogs, news stories, etc.), exhibitions (physical or digital), décor or souvenirs. Other uses may be evaluated as publication/commercial at staff discretion.

Staff Research Assistance	Fee
Minimum one hour, pro-rated to the nearest half hour.	\$25/hour
Archival Photograph Reproduction	
Non-commercial personal or research use. Unwatermarked, minimum 300 DPI, JPEG or TIFF. Digital copy only. <i>Note: watermarked copies of BVM photos may be downloaded free of charge from our Collections Online website for personal or educational use only.</i>	\$10 per item
Publication or commercial use. Unwatermarked, minimum 300 DPI, JPEG or TIFF. Digital copy only	\$50 per item
Volume discount: orders of 5+ images at either rate	25% discount

Additional service fee for requests to re-scan multiple items at higher resolutions (where re-scanning takes over 30 minutes of staff time to complete)	\$25/hour
Archival Document Reproduction	
Non-commercial use. PDF, JPEG, or TIF, digital delivery only. Minimum \$5 charge for any items not previously digitized.	\$0.50/page
Publication or commercial use. One time use. PDF, JPEG, or TIF, digital delivery only. Minimum \$5 charge for any items not previously digitized.	\$2/page
Physical photocopies or prints, including prints from newspapers.com	Add \$0.25/page to above fee
Additional service fee for items not previously digitized (where digitization takes over 30 minutes of staff time to complete)	\$25/hour
Oversized Archival Items	
<p>Oversized items (e.g. maps, plans, newspapers) larger than 11"x17" and not previously digitized must be scanned by Bulkley Valley Printers. Museum staff will assess whether the item can be safely scanned, and will consult with BV Printers to obtain a quote for services.</p> <p><i>***The Museum reserves the right to charge a service fee at the \$25/hour rate for its time assessing and transporting items to BV Printers.</i></p>	
Artifact Photography	
Non-commercial personal or research use. JPEG or TIF, digital copy only, delivered via email or WeTransfer.	\$10 per item
Publication or commercial use. JPEG or TIF, digital copy only, delivered via email or WeTransfer.	\$50 per item
Additional service fee to photograph items not previously digitized, or to re-photograph an item	\$25/hour
Other	
Delivery of scanned items via CD	\$5/CD
Mail of photocopies or CDs	Quote available upon request for mail services