

Western Archives and Special Collections
Reproduction and Permission Fee Schedule
 Effective November 1, 2023

Reproduction Fees

Please note that while we will make every effort to accommodate reproduction orders as received, we reserve the right to limit the number of items requested and/or the number of reproduction orders placed at one time or by one patron in order to ensure that all patrons have access to this service within a reasonable timeframe.

Reproduction services are provided only for materials that are held/managed by Archives and Special Collections, and excludes items held by Western Libraries collections. Requests may be denied if the material is fragile.

Textual Records

Photographs, Negatives and Slides

Cartographic Materials, Architectural and Technical Drawings

Photocopies (Self-serve)	Researchers may make copies of materials in the Archives and Special Collections Reading Room, subject to the physical condition of the original record and with prior permission of Archives and Special Collections staff.	10¢ per page (B/W) 50¢ per page (Colour)
Photocopies (by Archives and Special Collections staff)	For fragile items, or at researcher's request.	50¢ per page (B/W) \$1.00 per page (Colour)
Quick Scan, excluding slides and negatives (by Archives and Special Collections staff)	Subject to the physical condition of the original record.	1-5 scans - No charge 6 or more scans - 50¢ per scan, minimum charge \$3.00
Digital Images (Self-service)	Researchers may take digital photographs of materials in the Archives and Special Collections Reading Room using their own devices, subject to the physical condition of the original record, with prior permission of Archives and Special Collections staff. Use of personal scanners is <u>not</u> permitted.	No charge
Self-service scan to USB or email (where available)	Subject to the physical condition of the original record.	No charge
High resolution scan	As jpeg or tiff, with basic resizing and/or editing, subject to the size and physical condition of the original record.	\$10.00 per scan
High-resolution Scan (Large Format)	Some large format items can be scanned in-house, subject to the physical condition of the original record.	\$25.00 per scan
High-resolution Scan (Outsourced)	Some large format items may need to be sent to external service providers, subject to the physical condition of the original record. Western Archives and Special Collections will try to obtain cost and completion time estimates, on a case-by- case basis, from the service provider in advance of the work being undertaken.	Actual cost to Archives and Special Collections + \$15.00 handling charge on total order
Photographic prints	Western Archives and Special Collections does not provide a print service. If a print is required, researchers should order a scan and arrange their own printing.	Not applicable.

Microfilm and Microfiche

Paper print out (Self-service)		10¢ per page
Paper print out (by Archives and Special Collections staff)	At researcher's request.	50¢ per page
Microfilm Reel or Microfiche Sheet	All reproductions will be sent to an external service provider and will be made in digital formats only. Western Archives and Special Collections will try to obtain cost and completion time estimates, on a case-by-case basis, from the service provider in advance of the work being done.	Actual cost to Archives and Special Collections + \$15.00 handling charge on total order
Quick Scan to USB or email (by Archives and Special Collections staff)	At researcher's request	1-5 scans - No charge 6 or more scans - 50¢ per scan, minimum charge \$3.00
Self-service scan to USB or email (where available)		No charge

Video and Audio Recordings

Cassettes	All reproductions will be sent to an external service provider and will be made in digital formats only. Western Archives and Special Collections will try to obtain cost and completion time estimates, on a case-by-case basis, from the service provider in advance of the work being done.	Actual cost to Archives and Special Collections + \$15.00 handling charge on total order
Film and Reel-to-Reel Tapes	All reproductions will be sent to an external service provider and will be made in digital formats only. Western Archives and Special Collections will try to obtain cost and completion time estimates, on a case-by-case basis, from the service provider in advance of the work being done.	Actual cost to Archives and Special Collections + \$15.00 handling charge on total order
CD or DVD		\$10.00 for burn + \$5.00 handling charge on total order
DVD (Western Football Film Collection)	The film of each game is copied and sold on a separate DVD.	\$20.00 per game film (HST and handling charges included)
DVD (Stars of the Town Film Collection)	The film of each community is copied and sold on a separate DVD.	\$25.00 per community film (HST and ground shipping charges included)

Other General Fees - In addition to Reproduction Fees

Rush Order (maximum 3 items ready in 2 business days, where feasible) \$50.00 surcharge per order

Payment and Delivery

Western Archives and Special Collections reserves the right to require pre-payment on any order.

Payment may be made by cash, cheque, credit, or debit card. Unless otherwise specified above, HST is applied to all orders.

- Scans can be requested for delivery via email or file transfer software with no delivery charge (handling charges apply if applicable).
- Patrons may pick up orders and make payment in the Archives and Special Collections Reading Room during normal hours of opening.
- Orders can be delivered via Canada Post or courier delivery the request of the patron. All applicable delivery charges will be added to the total order.

Permission Fees

Non-Commercial Publications (print or online)	Applies to use of audio-visual clips or images in promotional material or publications (including websites or social media) of a private, not-for-profit, or academic nature.	No charge Requirement for proper citation
Commercial Publications (print or online)	Applies to use of audio-visual clips or images in promotional material or publications (including websites or social media) of a commercial nature.	\$50 per audio-visual clip \$25 per image Requirement for proper citation
Non-Commercial Exhibits or Displays	Applies to use of audio-visual clips or images for exhibits or displays by galleries, libraries, archives, museums, and other not-for-profit or academic institutions.	No charge Requirement for proper citation
Commercial Exhibits or Displays	Applies to use of audio-visual clips or images for exhibits or displays of a commercial nature.	\$50 per audio-visual clip \$25 per image Requirement for proper citation
Non-Commercial Broadcast	Applies to use of audio-visual clips or images in broadcasts of a not-for-profit, documentary or academic nature.	No charge Requirement for proper citation
Commercial Broadcast – Onetime	Applies to use of audio-visual clips or images in broadcasts of a commercial nature that will be aired on one occasion.	\$50 per audio-visual clip \$25 per image Requirement for proper citation
Commercial Broadcast – Ongoing	Applies to use of audio-visual clips or images in broadcasts of a commercial nature that will be aired on more than one occasion.	\$100 per audio-visual clip \$50 per image Requirement for proper citation

Note: For publications, displays or broadcasts that will require multiple audio-visual clips or images a single “discounted” project permission fee may be available. For this option to be considered, patrons must contact Western Archives and Special Collections *before* placing their order.

For more information, please contact Western Archives and Special Collections at archives.services@uwo.ca or 519-661-4046.

Next review date of schedule: 2026