



Internal Use Only
Date Received:
Date Completed:
Staff/ Volunteer:
Entered in Spreadsheet:

RESEARCH REQUEST FORM AND FEE SCHEDULE

Our library staff and volunteer researchers will search the Museum’s collections for items that are relevant to your topic. Please provide as detailed information as possible and include appropriate information such as ship name, type of vessel, dates, family name, company name, etc. Depending on the current number of requests, research may take up to six weeks to process. Certain fees may apply; please refer to the Fee Schedule Form.

Researcher’s Contact Information:

Name: _____

Address: _____

City, Prov.: _____ Postal Code: _____

Telephone: _____

Email: _____

Describe the information you are seeking: (Please attach a separate sheet if needed)



The
MARITIME MUSEUM
of BRITISH COLUMBIA

Research Fees:

Self-directed research or assisted research is not subject to charges. Research fees of \$25.00 an hour may apply for in-depth research undertaken by Museum staff and volunteers. These fees will be discussed at the time of the request. The following additional fees may also apply.

Scans and Photocopies:

The first ten scans/ copies are free of charge. Additional scans/ copies will be \$0.35 per page.

Photographic Prints:

Prints are exact copies of original photographs.

4 x 6 / \$12.00

8 x 10 / \$20.00

16 x 20 / \$45.00

5 x 7 / \$15.00

11 x 14 / \$25.00

Ship Plans, Maps, and Charts Reproductions:

Reproductions of ship plans, maps, and charts are exact copies of originals.

\$4.00 / square foot (depending on reproduction requirements, this cost may increase)

Artifact Photography:

Documentation image taken by a Museum staff member or volunteer. This service does not typically require a research fee.

\$25.00 / artifact

Publication and Commercial Use Fees:

All publications using MMBC collection items must be discussed with Museum staff and volunteers. Please note that a final copy of any publication or commercial use must be sent to the marketing department at the Maritime Museum of BC.

Category I No charge providing proper citation given.

Non-profit organizations, unpublished personal or academic use, media as per arrangement.

Category II \$30.00

Images used in commercial print publications such as books, websites, and online use.

Category III \$60.00

Images used for commercial television broadcast and films.

All prints, reproductions, and publication and commercial use materials must provide the following credit line:

Courtesy of the Maritime Museum of British Columbia, Victoria, BC

Postage:

Postage and handling fees will be assessed on a per order basis. The party requesting the order will be responsible for any postage and handling fees.

Taxes:

Taxes will be applied to all purchases (GST and PST on all except Research Fees, which only require GST).

Once the order is placed you will be sent a Document License Agreement and Invoice.