



## Lennox and Addington County Archives Fee Schedule

<b>Photocopy and Digital Reproductions</b>	
8.5 x 11 to 8.5 x 14 inch paper	\$0.25 per page (per side)
11 x 17 inch	\$0.50 per page (per side)
Digital scans emailed via the photocopier	\$0.25 per page

<b>Photograph/Document Reproduction Scanning</b>	
Photograph Standard Reproduction fee Up to 300 dpi, 8x10 print output or digital copy	\$10.00 per image
Photograph Custom Reproduction fee Anything over 300 dpi, 8x10 output or digital copy	\$20.00 per image
Document scan Up to 8.5x14 inches	\$10.00 per item
Oversize document scan Up to size 18x24 inches	\$20.00 per item

<b>Self-serve Reproduction</b>	
Use of personal camera or USB in Reading Room <u>Please Note: Use of personal scanners is prohibited</u>	\$5.00 per visit <b>\$0 for annual pass holders</b>

<b>Publication Use Fees</b>	
Publication Use Fee <ul style="list-style-type: none"> <li>• Per photograph/document to be used in a publication</li> </ul>	\$25.00 per item

<b>Research Fees</b>	
Obituary/birth/marriage/death look up	\$5.00 per item including print out or digital copy
Distance research request initial reply	Free initial reply (minimal staff time required)
Distance research request after initial request/reply	\$10.00 per ½ hr (up to a total of 3 hrs or \$60.00)

All orders will be completed within three weeks of the order submission. Rush orders (less than 3 days) will be charged an additional flat rate of \$10.00.

A postage and handling charge will be applied to all mail out orders over \$5.00. Customers will be charged the actual service cost when they request delivery by any method other than regular postal service.

## Payment policy

- All Distance research requests will have their invoice mailed/emailed to them upon completion of the request. Once payment is received in full, the order will be mailed to the patron.
- Invoices are due upon receipt. A second notice will be sent out 30 days after invoice date if still unpaid.
- Payment may be made in cash (Canadian dollars) or by Debit in person only. Personal cheque or money order (Canadian dollars) made out to "County of Lennox and Addington Archives" accepted in person or by mail. Visa and MasterCard accepted in person or by telephone.
- Payments processed by credit card and subsequently declined will be invoiced directly to the customer.
- Customers who are picking up their orders will be called or notified by mail when their copies are ready, based on their preferred method of contact. Orders being picked up must be paid for in full at time of pickup.

## Reproduction Policy

The fee schedule provided is to inform patrons of what services are available at the Lennox and Addington County Archives and at what cost. Factors such as the physical condition of the records, copyright restrictions, etc. may prevent some or all of the reproduction processes from being offered. If the service you require is not listed, please consult with the archivist to determine whether we are able to accommodate your requirements. Custom order charges will be negotiated on a case-by-case basis.