

**Provincial Archives of Saskatchewan  
Fee Schedule**

**Effective October 1, 2017**  
\*Prices do not include GST or PST\*

**Cost-recovery fees charged to researchers for the reproduction of archival materials assist in long-term preservation of historical records in the Permanent Collection of the Provincial Archives of Saskatchewan.**

- 1. Delivery:**

In Canada Shipping/Handling	\$8.00 / delivery
Out of Canada Shipping/Handling	\$14.00 / delivery

The fees indicated above are minimum charges. For large orders, if the actual cost at time of shipping is greater than the prepaid delivery fee, a charge for the difference may be levied.

Digital (FTP) Set-Up, Handling & Delivery (size limits may apply)	\$8.00 / delivery
--	-------------------
  
- 2. Courier Handling<sup>1</sup>:**

In Canada	\$8.00 + courier cost
Out of Canada <sup>2</sup>	\$14.00 + courier cost
  
- 3. Homestead File Reproduction (paper or digital)** \$12.00 / file
  
- 4. Photocopies and Digitized Document Reproductions**  
(‘Digitized Document’ does not include photographs)

Black and White Paper Photocopies	60 cents / page
Colour Photocopies	\$1.60 / page
Colour Digital Reproductions to PDF	60 cents / page
  
- 5. Photograph Standard Reproduction Fee**

Standard of 300 dpi	\$12.00 / image
Digital Copy of Textual Document to JPG or TIFF (prepared in-house)	\$12.00 / image
  
- 6. Photograph Custom Reproduction Fee** \$35.00 / image  
Anything other than 300 dpi, or prepared offsite.
  
- 7. Photograph Review Copies**

Review Copy Contact Sheet (35 mm negatives & transparencies)	\$10.00 for first sheet \$5.00 / subsequent sheet
Review Copy of Single Photo Print, Negative or Transparency (35 mm or larger)	\$5.00 / image
  
- 8. Microcopy to Paper - Self-Serve** 60 cents / page
  
- 9. Microcopy to Paper or Digital – By Archives Staff** \$1.00 / page

<sup>1</sup> If Archives staff arrange courier, estimate provided and invoice paid in advance. If client arranges courier, courier handling fee still applies.

<sup>2</sup> Clients requesting courier delivery outside Canada are notified that any additional taxes, duties or brokerage fees on shipments outside Canada are entirely the client’s responsibility. Any invoices for those types of charges that are received by the Provincial Archives of Saskatchewan will be charged back to the client.

<b>10. Moving Image Reproduction</b>		
	Item Charge	\$60.00 / item
	Film Technician Charge	\$40.00/ hour
<b>11. Audio Recording Reproduction</b>		\$25.00 / item
<b>12. Digital Media Editing</b>		
	Per-hour fee (minimum \$50.00 charge, additional time billable in 30 minute increments, \$25.00/30 minute increment)	\$50.00 / hour
<b>13. Media Storage Devices</b>		
	DVD, CD	\$5.00 each
	USB Flash Drive	\$10.00 each
	Hard Drives	[fee based on size of hard drive that is required]
	LTF5 Data Tape Cartridge (1.5 TB capacity)	\$35.00 each
<b>14. Outsourced Reproduction Handling</b>		\$8.00 / item
<b>15. Microfilm Reproductions from Archival Negative</b>		
	Actual cost for reproduction and shipping to/from service provider, plus \$8.00 handling fee.	
<b>16. Newspaper Digital Reproduction</b>		
	Microfilm To Digital (PDF) Transfer	\$60.00/reel
	Microfilm to Digital (PDF) Transfer Large Order Discount: 6 reels or more	\$40.00/reel
	Single Digital Issue (PDF, per issue)	\$2.00/issue
	Digital Newspaper Issues for 1 Calendar Year (PDF)	\$60.00/year
	Digital Newspaper Issues for 1 Calendar Year Large Order Discount: 6 years or more	\$40.00/year
<b>17. Special Request Surcharge</b>		100% surcharge
<b>18. Accelerated Photocopy Service Charge</b>		60 cents / page + \$24 / hr with a minimum 1 hr charge
<b>19. Interlibrary Loans</b>		
	Interlibrary Loan – In Province	\$16.00 / 3 reel loan max.
	Interlibrary Loan – Out of Province	\$22.00 / 3 reel loan max.
	Interlibrary Loan – Out of Country	Actual cost of shipping plus \$8.00 handling fee
<b>20. Copyright Owner Research</b>		\$25.00 / request
<b>21. NSF Cheque</b>		\$40.00
<b>22. Document Certification</b>		\$50.00 (1-25 pages) \$1.00 / additional page
<b>23. Original Newspaper Retrieval</b>		\$18.00 / request (for 1 item; extra items related to the same request: add \$3.50/item; 4 item maximum)

**24. Commercial Use Fee** **\$30.00 / item**

The per-item commercial use fee will be charged for the use of Reproductions of Archival Records for commercial use in the following ways, in addition to reproduction and shipping fees:

- Standard print or CD / DVD publication (books, periodicals, CDs, DVDs);
- Online publications that are pay-per-view or by paid subscription;
- Posters for commercial sale;
- Website use for commercial enterprises (commercial display, commercial advertising, etc.)
- Non-Broadcast Advertising (for example, printed advertisements);
- Commercial display purposes (stores, hotels, restaurants, etc.);
- Still Reproductions of Archival Records used in a commercial broadcast;

Commercial Use Fee Exceptions: Commercial Use Fees will not be charged in the following circumstances, although reproduction and shipping fees may still apply:

- Educational Use: non-commercial, not-for-profit educational publications and products;
- Non-Commercial Use: non-commercial, not-for-profit publications, including not-for profit family history books, local history books, etc.;
- Personal Use: research or private study, or other non-commercial, not-for-profit personal uses
- Television and Newspaper Media Use: for one-time use, i.e. for use related to a current news story; requires on-screen or printed credit to the Archives; related stories on television station or newspaper websites also require caption information and citation, with credit to the Archives.
- Website Use: non-commercial uses as listed above, with a maximum of 600 x 600 pixels at 96 dpi resolution (unless otherwise authorized by the Archives); use requires appropriate captions and citations, including credit to the Archives.

**25. Commercial Broadcasting Use Fee**

Video / film **\$100.00 / minute**  
(30 sec. minimum charge)

Sound recordings **\$100.00 / minute**  
(30 sec. minimum charge)

A per-item Commercial Broadcasting Use Fee will be charged for the use of Reproductions of Archival Records for commercial broadcast use, in addition to reproduction and shipping fees:

- for network television stations (CBC, CTV, Global, Shaw, etc.) or commercial radio stations that are using archival film/video footage, sound recordings, photographic stills or reproductions of other archival documents when creating original films/videos such as documentaries or movies, commercial broadcast advertising, or other non-news-related programming,
- for commercial film/video makers working on documentaries, movies, commercial advertising, etc.

Commercial Broadcasting Use Fee Exceptions: Commercial broadcasting use fees will not be charged under the following circumstances, although reproduction and shipping fees may still apply:

- donors will not be charged commercial broadcasting fees to broadcast items from records that they have donated to the Archives;
- television or radio news broadcasts: there will be no charge for one-time use, for example for use related to a current news story.

**26. Merchandise Use Fees** **Negotiable based on item and intended use**

A per-item Merchandise Use Fee will be charged for the use of Reproductions of Archival Records to produce commercial merchandise, for example: mugs, bottles, t-shirts, calendars, posters, key rings, commemorative plates or spoons, mouse pads, etc.

**27. List compilation** **\$25.00/hour**