

Musée Héritage Museum Archives

FEES FOR ARCHIVES SERVICES: For-Profit

For-Profit fees apply to uses where research information or copies of collection items are to be published, exhibited or broadcast in any form for commercial gain. This category includes any use of Archives research information or copies of collection items where the client has the expectation or intention of making a financial profit through the use of the information or items, either by themselves or as elements of another product or service.

For-Profit fees include **one-time use of Archives collection items in a publication or exhibit, on a website, or as decor in a commercial establishment, etc.** Any additional use of the items requires the permission of the Musée Héritage Museum, and is subject to payment of an additional fee. Credit must be given to the **Musée Héritage Museum** (see terms & conditions) as the source of the items.

For broader commercial usage, such as advertising or for use as products please contact us.

PHOTOGRAPHIC REPRODUCTIONS	OTHER COPIES
Photographic Prints 5" x 7" \$35.00 8" x 10/12" \$40.00 Larger sizes may be available, <i>please enquire</i> <i>(Note - many historical photographs have different proportions and are not standard sizes, so actual print measurements may vary.)</i>	Digital Scans of Records, Small Maps and Drawings <i>on CD, DVD, or sent by e-mail if file size permits</i> \$40.00 each item/page
Digital Image Files from photographs <i>on CD or sent by e-mail if file size permits</i> 300dpi@10" \$40.00 each	Copies of Audio material on CD <i>Not yet available</i> Photocopies/printouts \$0.50/page Staff research time Applies to specific projects
	SHIPPING CD \$5.00 Up to 5 prints \$5.00 Up to 10 prints \$7.50

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Media Reproduction Services Frequently Asked Questions

Can I get copies of photographs from the Archives?

- Yes, you can get 5"x7" and 8"x10" prints, or digital image files sized to 300dpi with the longest dimension 10."

Note that these are nominal sizes as many historic photographs have different proportions and are not standard sizes, so actual print measurements may vary.

Can I get bigger prints?

- Yes, some images may be available in other sizes on a special order basis. Please discuss this with us.

What about copies of sound recordings?

- We are hoping to have some digital audio files available in the near future.

Can I hang the photos on my wall?

- Yes, you can use photo reproduction for private use or research without any further permission.

Can I use the photos in my school project or for a booklet my team is making about hockey in St. Albert?

- For most not-profit purposes you can get permission for one-time use of images from the archives.

Can I publish the photos in a magazine or print them on t-shirts for sale?

- Licensing is available for some commercial use such as for-profit publication, display in a business, exhibits which charge a fee, etc. This is normally for one-time use for which there is a fee. For broader commercial licensing, please contact us.

Do I have to get copyright permission to use photographs from the Musée Héritage Museum archives?

- The Musée Héritage Museum holds the copyright to many of the photographs and records in its holdings and permission for agreed uses is included with your order.
- However, there are also some records that we hold where we do not own the copyright. In those cases, we will direct you to the owner to seek permission and will complete your order upon receipt of a signed permission from the owner. There are also some records which are copies of those held by other institutions, in which case you will be directed to the appropriate institution to obtain a copy directly from them.

*Finally, note that the Musée Héritage Museum is **not responsible** for obtaining copyright clearance for those records for which it does not own the copyright.*

Do I have to credit the Musée Héritage Museum?

- Yes, any photographs or records which are published in any form must be credited as follows (adjacent credit where possible): "**Photo courtesy of the Musée Héritage Museum.**" There are also some collections where additional credit is required in the form of the collection name. We will advise you if this is required.

How long will my order take?

- We make every effort to complete standard orders within two weeks subject to whether or not images are already scanned and staff availability. Please be aware, however, that staff levels and a fluctuating workload can affect our response time. For larger orders, please discuss your schedule with us.

How can I pay for my order?

- Payment may be made in cash, Interac, VISA or Mastercard (in person or by phone).