



Royal BC Museum and Archives Price List

Self-Serve		Charges
Bring a camera or a camera phone	To take photos of materials: 1. Make sure your camera is on silent mode	Free of charge
	2. Make sure your flash is turned off	
	3. Copy stands are available – please ask	
Scan to a flash drive	<ul style="list-style-type: none"> • Unfortunately, only flash drives purchased from the BC Archives are guaranteed to work at our kiosks. If you use your own flash drive, make sure it is properly formatted before coming to the archives. It will save you time. • Scan records from microfilm or microfiche 	Free of charge
Print copies are only available during staff hours	<ul style="list-style-type: none"> • From microfilm, microfiche, or computer kiosks 	\$0.50 per page + tax
Ordering Copies		
<p>We handle requests in the order received. Unfortunately, rush service is not available.</p> <p>All remote reproduction orders requiring delivery will have delivery charges.</p> <p>All fees are subject to change without notice. For security reasons, please do not send credit card information by email (including in any attachments).</p> <p>It may take 20-30 business days to process your order, dependent on current request volumes.</p>		
Textual Reproductions		
<p>Staff can make copies of textual records that are 11 x 17 inches or smaller, (though some records are too fragile to copy). To place an onsite copy order, make sure you flag all pages for copying with the pink slips provided at the Reference Desk and count the total number of pages you need copied.</p>		
Order print or scanned copies of textual records	<ul style="list-style-type: none"> • Pick-up or delivery options available 	Copying: \$0.50 per page + tax



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Textual Reproductions		
Type		Charges
Inquiries package - includes up to 30 pages of copying		Copying: \$30.00 per item/file + \$0.50 per additional page (over 30)
Certification of copies for court or legal purposes - includes up to 30 pages of copying		Certification: \$40.00 copying + \$1.00 per additional page (over 30)
Photo and Map Reproductions		
Type		Charges
Jpeg file or Tiff file (300 dpi)		\$20.00 per file
Custom scan at a higher resolution – limited to 1 to 10 photos or maps per order – includes requests for specific photo section enlargements		\$50.00 per photo/map *includes high resolution tiff file of each photo/map
Audio and Film Reproductions		
Type		Charges
MP3 file or MP4 file		\$40.00 per file
Delivery Options and Charges		
Type		Charges
Email PDF (textual) or JPEG file (photo or map) formats		Delivery is free
Digital download (photo, map, audio, and film)		Delivery is free
Pick-up (USB)		Delivery is free; \$12.00 per USB
Canada Post mail (USB) (envelop size; up to 100 pages)		\$5.00 each; \$12.00 per USB
Canada Post parcel mail (medium photocopy orders; 101 to 250 pages)		\$10.00 each
Canada Post parcel mail (large photocopy orders; over 250 pages)		\$15.00 each
Courier		If you wish to use this service, please let us know which company you have made arrangements with (and do not forget to pay)
Other		
Type		Charges
Extensive record location fee (restricted government or court records only)		\$50.00 per hour
Flash drive (8 GB)		\$12.00 each