

Price list: BC Archives services

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GENERAL

- Prepayment is required for all copy orders
- Payment can be made by cash, credit card, certified cheque or money order, or by secure online payment link
- It can take up to 20-30 business days to process your order, depending on the volume of requests.
- All fees are subject to change without notice

SELF-SERVE COPYING **

Bring a camera	<ul style="list-style-type: none">• Take photos of materials• Must be on silent• Flash must be turned off• Copy stands are available	Free of charge
Scan to a flash drive	<ul style="list-style-type: none">• Scan records available on microfilm or microfiche• Purchase a flash drive or bring your own*	Free of charge
Print copies	<ul style="list-style-type: none">• Can only be made from microfilm, microfiche, or computer kiosks• Only available during staff hours	\$0.50/page + tax

*Only flash drives purchased from the BC Archives are guaranteed to work on our kiosks. We encourage clients to ensure their flash drives are properly formatted before coming to the archives.

**For private use/research purposes only.

ORDERING COPIES

Textual reproductions

Order print or scanned copies of textual records

- Pick-up or delivery options available

Copying charge: \$0.50/page + tax

Staff can only make copies of textual records that are 11 x 17 inches or smaller, subject to the condition of the records. To place an onsite copy order, clients must:

- Flag all pages for copying with the pink slips provided
- Count the total number of pages for copying

Other reproductions

Order reproductions of photos, maps, audio and film

- Pick-up or delivery options available

Copying charge: same as remote orders (see below)

To place an order remotely, clients must provide the reference code and specific items they'd like copied, as we are unable to conduct extensive research or selection on behalf of clients. Staff *may* provide limited research assistance to identify specific files or items if sufficient information is provided.

[Textual reproductions](#)

[Photo reproductions](#)

[Map reproductions](#)

[Audio reproductions](#)

[Film reproductions](#)

All remote reproduction orders requiring delivery are subject to delivery charges.

[Delivery options](#)

[Other](#)

Textual reproductions

Type	
Inquiries package - includes up to 30 pages of copying	Copying charge : \$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	Certification charge: \$40.00 copying charge: \$1.00 per additional page (over 30)
Rush service	Not available

Photo reproductions

Type	Regular service (20 business days)
Digital file copy (300 dpi JPEG)	\$20.00 each
Digital file copy (300 dpi TIFF)	\$40.00 each
Digitization fee for non-digitized photographs (includes copy of item)	\$50.00-\$100.00 per item
Rush service*	100% surcharge

*Rush service is not always available.

Map reproductions

Type	Regular service (20 business days)
Black/white paper print (maps up to 9 sq. ft.)	\$35.00 each
Black/white paper print (maps over 9 sq. ft.)	\$35.00 + \$1.00 per each additional sq. ft.
Colour or black/white semi-gloss print (maps up to 9 sq. ft.)	\$75.00 each

Colour or black/white semi-gloss print (maps over 9 sq. ft.)	\$75.00 each + \$6.00 per each additional sq. ft.
Digital file copy (300 dpi JPEG)	\$20.00 each
Digital file copy (300 dpi TIFF)	\$40.00 each
Digitization fee for all non-digitized maps (includes copy of item)	\$100.00 per item

Audio reproductions

Type	Regular service (20 business days)
CD (one item per disc)	\$40.00 each
MP3 (uploaded to FTP site or USB stick)	\$40.00 each

Film reproductions

Type	Regular service (20 business days)
MP4 (uploaded to FTP site or USB stick)	\$40.00 each

Delivery options and charges

Type	Charges
Email PDF [textual] or JPEG [photo or map] formats	No delivery charge
Digital download (photo, audio, film)	No delivery charge

Pick-up (USB or print or CD copies)	No delivery charge; additional \$12 charge for USB
Postal mail (USB or print or CD copies) (envelope size)	\$5.00 each; additional \$12 charge for USB
Parcel mail (large photocopy or CD orders)	\$10.00 each
Shipping for map orders	\$20.00 each (includes mailing tube)
Courier	Client must arrange at own expense.

Other

Type	
Extensive record location fee (restricted government or court records only)	\$50.00 per hour
Flash drive (8 GB)	\$12.00