

Price list: BC Archives services



BC Archives photo I-01551

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THINGS TO KNOW

Prepayment is required for all copy orders but we make it easy! You can pay by cash, credit card, certified cheque or money order, or by secure online payment link – let us know what works for you.

As we have a very small staff and thousands of clients, like you, it can take 20-30 business days to process your order, depending on the volume of requests.

The world changes fast and so do we, so all fees are subject to change without notice.

ARE YOU A DO-IT-YOURSELFER?

We have options for you!

Are you working on research or just want an image to admire from the comfort of your own home? Then:

Bring a camera or a camera phone	To take photos of materials: <ol style="list-style-type: none">1. SSSHH...make sure your camera is on silent mode2. Archival images don't like light, so make sure your flash is turned off3. Copy stands are available – just ask	Free of charge
Scan to a flash drive	<ul style="list-style-type: none">• Our systems are positively archival so, 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's properly formatted before coming to the archives. It'll 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/page + tax

ORDERING COPIES

Textual reproductions

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.

Order print or scanned copies of textual records

- Pick-up or delivery options available

Copying:
\$0.50/page + tax

Other reproductions

You can also place orders online or by phone, mail, email or fax. To place an order remotely, you will need the reference code and specific items you would like copied. Sorry, but we are unable to conduct extensive research or selection on behalf of clients. Staff *may* be able to provide some research assistance to identify specific files or items if you have enough information to assist in the work.

[Textual reproductions](#)

[Photo reproductions](#)

[Map reproductions](#)

[Audio reproductions](#)

[Film reproductions](#)

You've got mail! All remote reproduction orders requiring delivery will have delivery charges.

[Delivery options](#)

[Other](#)

Order reproductions of photos, maps, audio and film

- Pick-up or delivery options available

Copying charge:
same as remote orders (see below)

Textual reproductions

We know your needs are many. Here is a list of some of our other services:

Type	
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	Certification: \$40.00 copying charge: \$1.00 per additional page (over 30)
Rush service	All good things in time. We handle requests in the order received. Rush service is 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

*Not always available.

Map 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 all non-digitized maps (includes copy of item)	\$100.00 per item

Audio reproductions

Type	Regular service (20 business days)
MP3 (digital download or USB stick)	\$40.00 each

Film reproductions

Type	Regular service (20 business days)
MP4 (digital download or USB stick)	\$40.00 each

Delivery options and charges

Type	Charges
Email PDF (textual) or JPEG (photo or map) formats	Delivery is free!
Digital download (photo, audio, film)	Delivery is free!
Pick-up (USB)	Free delivery; \$12 per USB
Canada Post mail (USB) (envelope size)	\$5.00 each; \$12 per USB
Canada Post Parcel mail (large photocopy orders)	\$10.00 each
Courier	This is up to you. Just let us know which company you have made arrangements with (and don't forget to pay)

Other

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