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Please note that reproduction fees and usage fees are applicable and will vary according to the planned usage. If the copyright on the work is not completely held by the Museum, the user must obtain written permission from the copyright owner.

The credit line, as specified by the museum, is mandatory.

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Reproduction and Usage Fees

To obtain permission to reproduce and use materials from the Vancouver Police Museum & Archives, fees may be applied and will vary according to the intended usage of such material.

General Conditions:

- Requests must be made in writing with the request form.
- Allow for 4 to 6 weeks for request processing.
- All fees are in Canadian dollars and are subject to change without notice.
- Unless approved in advance by the Museum, material shall be reproduced in its entirety and shall not be retouched, obscured or altered in any way which could affect its historical or artistic integrity.
- Fees do not include applicable taxes, packaging and shipping costs.
- All fees must be paid in advance of receiving materials.

Rush Orders

Subject to availability with 100% surcharge. Orders requiring special handling may require more time to process; additional rates may be charged if work is required by third-party vendor.



Artifact / Archives Research Fee

- Staff will provide 30 minutes of free research per request. If more time is required, additional research fees will consist of \$30.00 per hour. *1 hour minimum charge.
- An administrative fee of \$10.00 will be charged for processing reproduction and use requests.

Photo Reproduction Fees

Photographic Material	Fee
Digital image file (8X10 at 600ppi)	\$15.00 each
Delivery Type	Fee
Delivery via email	No charge
Delivery via CD	\$10.00/CD

**Fee includes obtaining file and use*

**Additional fees may apply if new photography is required.*

Textual Document Fees

Textual Document Material	Fee
Photocopy - black & white	\$0.25/page
Scan - Digital image file (8X10 at 300ppi)	\$15.00 each
Delivery Type	Fee
Delivery via email	No charge
Delivery via CD	\$10.00/CD

**Additional fees may apply if other formats are required or new scans are requested*



Audio Visual Reproduction Fees

A/V and Audio Materials	Fee
Use of material	\$60.00/second
Editing fee (if applicable)	\$40.00 per hour
Delivery Type	Fee
Delivery via email	No charge
Delivery via CD	\$10.00/CD

Licensing and User Fees Schedule

General

Licensing fees are not charged for **non-commercial** use.

Fees apply to **commercial use** of archival material and are per image unless indicated otherwise. Commercial use is defined as *engaged in or connected with commerce or commercial enterprises*.

Licensing Agreement

In order to use an image from the VPMA collection for **commercial purposes**, you are required to complete the *VPMA Photo Licensing and Reproduction Request Form*. Once your application has been received, you'll receive written confirmation of approval. You'll also be notified of any applicable scanning and/or licensing fees, which must be paid before images can be used.

User Fees (Applied in addition to Reproduction Fees)

Use	Detail Note	Fee (CAD)
Research or Private Study		No Charge
Genealogy Research		No Charge
Gift/Home Display		No Charge



Exhibition		
Display, interpretive sign, or plaque	BC Museum	No Charge
	Non-BC Museum	\$25.00/Image
Academic		
Theses/Papers (un-published)		No Charge
K-12 School Projects		No Charge
Classroom Teaching Aid		No Charge
Professor/Student Slide/PowerPoint Presentation		No Charge
Catalogue, Publication, Conference, Course Advertisement, etc.		\$25.00/Image
Website		
Personal, Family, or School/University		No Charge
Business/Commercial		\$50.00/Image
Commercial Products for Resale		
Postcards, Posters, T-Shirts etc.	1-10 units	\$25.00/Image
	11-50 units	\$50.00/Image
	51-500 units	\$200.00/Image
	500+ units	To Be Negotiated



Decoration in a Place of Business		
Hotel, Restaurant, Office etc.		\$50.00/Image
Publication		
Publication in Book, Magazine, Calendar etc.	Print runs less than 3000	
	<ul style="list-style-type: none"> • Inside Use 	\$25.00/Image
	<ul style="list-style-type: none"> • Cover Use 	\$200.00/Image
	Print runs more than 3000	To Be Negotiated
Broadcast or Film Use		
Documentary, film, web video etc.		To Be Negotiated