

ARCHIVE CHARGES from 8th May 2019

RESEARCH *Warkworth Museum reserves the right to change any charges at its discretion*

1. Initial enquiry, preferably by email, indicating the subject to be researched with response from our archivists indicating the probable extent of available information.
(NO information given). **Free of charge**
2. Research requests actioned for absent clients and the results emailed or posted.
Assessment of time required will be given.
Information will be forwarded after payment has been received.
\$20.00 per hour + Postage
Payment to: ASB Warkworth New Zealand, Bank account 12- 3095- 0170259-00
Reference: 'Archives' and 'your Name' please.
Please email warkworthmuseum@xtra.co.nz confirm when payment has been made
3. Client visits archives and undertakes own research on a Wednesday.
Free after paying an Entrance fee or are a Member of the Museum (proof to be shown)
4. Client visits archives and needs assistance with research on a Wednesday
\$10.00 per hour + photocopying
5. Research by an Archivist on your behalf or fulltime assistance with you
\$20.00 per hour + photocopying

PHOTOCOPYING (All photocopying to be done by an archivist onto plain 80 gsm paper)

\$ 0.30 / A4 per page in black ink for 1 – 9 pages

\$ 0.20 / A4 per page for 10+ pages in black ink

\$ 0.70 / A3 per page in black ink

\$ 1.20 / A4 per page in colour ink

\$ 5.00 / A3 per page in colour ink

PHOTOGRAPHS (please NO camera, NO phone or NO electronic photography in Archives)

(Copied, by an archivist, to a memory stick or emailed or printed onto plain 80 gsm paper)

Payment must be made before images are given to the recipient.

\$ 5.00 per image –for personal use, eg thesis, home use (without any remedial work using photoshop)

\$10.00 per image – for personal use (with minor improvements or enhancements using photoshop)

\$25.00 per image – for community style publications or community projects

\$50.00 per image – for commercial use

\$15.00 - Memory stick purchase (if required)

N.B. Copyright wording below

COPYRIGHT Any Museum images that are to be reproduced by the client shall be subject to Copyright claimed by the Museum if not held elsewhere. The Warkworth Museum must be acknowledged.

If it is held elsewhere, then the client must obtain permission in writing to reproduce the image/s from the holder of that Copyright.