

Research and Document Selection

FREE for first hour then \$25/hr of staff time. We reserve the right to charge for staff time for any request that takes over one hour.

Reproduction Fees

For Research and Personal Use **Only**

<u>Photocopies</u>	Price
Per Sheet (B&W – All sizes)	\$0.25
Per Sheet (Colour – All sizes)	\$1.00

Note: Over 20 pages; \$0.10/sheet B&W, \$0.75/sheet color.

Document	Price
First 5 pages	No charge
Under 20 pages	\$2.50 per page
20 – 100 pages	\$1.50 per page

Note: Documents will be provided in PDF format

<u>Photograph</u>	Price
First 5 images	No charge
Under 20 photos	\$5 per photo
20 – 100 photos	\$3.50 per photo

Note: Images will be in jpeg format



Sound and Moving Image	Price
Digital Mp3/Mp4 file	\$5 per recording
CD/DVD format	\$7 per recording

For larger requests please contact the archivist for a quote.

Reproduction Fees

For Commercial Use

Usage (Image & Document use)	Price
Personal Use - Genealogy, Personal and/or family website	No additional charge
Museum Exhibition/Display	No additional charge
Academic Use - University/College papers, school projects	No additional charge
Presentations/Lectures - Slides, teaching, school projects	No additional charge
Not-for-Profit Organizations	No additional charge
Publication - Book, journal, magazine, brochure, calendar, etc.	\$20.00
Business Use – Website, mural,	\$20.00

Note: These <u>fees are in addition</u> to the Research and Personal Use fees listed above.

For non-document or photographic material usage, please contact the archivist directly.



General Conditions

- Only Archives staff and trained volunteers are permitted to photocopy archival material.
- Photocopying of photographic material is not permitted. Photographs are scanned in house and photographic reproductions may be ordered as Digital File Copies or as Prints made from the scanned images.
- The Ottawa Jewish Archives reserves the right to decline any reproduction request if the proposed request may be in violation of copyright or other intellectual property rights, privacy laws, donor restrictions, conservation concerns, Archives policies, and/or professional ethic and codes of conduct.
- Payment may be made in cash or by credit card. Sales are final.