



# Sooke Region Museum

## Archival Services and Fees

Archival Image Reproduction		
Service	Cost	Covers
Non-commercial or Personal (jpeg or tiff)	\$10/image	
Publication (jpeg or tiff)	\$25/image	Images used in books, magazines, etc.
Commercial (jpeg or tiff)	\$100/image	Single-use of an image
Commercial incl. licensing and merchandising	\$100 + \$0.10/reproduction	Multiple reproductions of an image on for-sale items.
Rescanning photos at a resolution larger than 300dpi (jpeg or tiff).	\$5/scan	

Archival Document Reproduction		
Service	Cost	Covers
Photocopy – B&W	\$0.25	Photocopied by staff; up to discretion of Collections Manager
Photocopy – colour	\$0.50	Photocopied by staff; up to discretion of Collections Manager
Archival Document Scan	First 5 pages free	Any archival or research files scanned.
	6-30 pages \$30	
	30+ pages \$0.50/additional page	
Family Trees	\$35-\$85	Proof of relation necessary.

Research Services <i>(sourcing, locating, and pulling files)</i>		
Service	Cost	Covers
First Hour	Free	
1+ hour	\$50/hour	Does not include reproduction costs.

Any fee can be waived or discounted at the discretion of the Collections Manager or Executive Director.

All fees are subject to change and do not include tax.

All Sooke Region Historical Society members receive a 10% discount on all services.

**Fee explanation:**

All fees go toward caring for, conserving, and providing access to the Sooke Region Museum's archival collection.

Publication fees include, but are not limited to, books, periodicals, academic presentations, formal reports for clients, exhibits (physical or digital) and internet publications (blogs, news stories, etc.)

Commercial fees include, but are not limited to, advertising, film, TV, décor, merchandise, or souvenirs, any use of materials that will generate income, market a product, or gain a commercial advantage.

Other uses may be evaluated as publication or commercial at staff discretion.

**Automatic Fee Exemptions:**

1. Self-identifying Indigenous people;
2. Indigenous organizations;
3. Local non-profit organizations;
4. Immediate family;
5. Students (all levels);
6. Capital Regional District;
7. District of Sooke.

We only offer digital files for archival image reproductions. We have partnered with Sooke Fax and Copy to print photos and can supply a price sheet for your information. For any oversized printing needs, we suggest contacting Spectrum Printing.

**Standards of Use:**

Non-commercial and personal use archival images do not require a credit line.

Archival images and archival documents used in print publications must be accompanied by a credit line that reads:

SRHS#1234 [Caption]. Photo courtesy of the Sooke Region Museum.

123.456.7890 [Caption]. Document from the Sooke Region Museum.

Archival images and documents used in electronic publications such as film or TV must have the SRHS# or OID on the screen when the item is shown. The Sooke Region Museum must be included in the closing credits.

Commercial uses of archival images do not require a credit line.

Family trees are available upon request; you must show proof of relation to the family tree.