



BONAVISTA ARCHIVES

Research /Reference Services and Fees

Since first opening in 2007, at the Bonavista Courthouse, the number of requests for information from the Archives continues to grow. Lack of space does not allow everything to be housed in one building therefore the Archives is open by appointment to the general public.

For researchers visiting the Archives in person, there is a research fee. For those unable to visit the Archives in person, or unable to have someone visit the Archives on their behalf, the staff of the Archives can provide limited research services as outlined below (an invoice will be sent out once research is completed).

Research / Reference Service involves examining the records held within the Archives in order to provide specific information relating to a research request. *Research / Reference Service Fees* are based on staff time, not on whether information is found (Canadian funds). Sorry, we do not accept credit cards.

- Flat Fee of \$15.00 for up to 1 hour
- For research that requires more than 1 hour of time each additional half-hour will be charged at \$5.00

Photocopying Services

Size	Price
8.5 x 11	\$0.25
8.5 x 14	\$0.30
11 x 17	\$0.35

Digital Copies

Images can be sent to you via e-mail, or copied to a disc and mailed. Images are scanned at 300 dpi in a j-peg format unless otherwise requested.

- Scanned 300dpi image (j-peg format) via e-mail \$ 1.00 per image
- For images scanned to a disc, an additional charge of \$3.00 is applied plus \$5.00 for shipping and handling.

Shipping and Faxing Fees

	<u>Size</u>	<u>Fee</u>
Postage	1 – 8 pages	\$2.00
	9 – 49 pages	\$5.00
	50+ pages	\$10.00
	CD	\$5.00
Fax	Local	No Charge
	Long Distance	\$2.00