

## policy

## reproduction services

Materials from the Whistler Museum & Archives can be reproduced for use in publications, websites, displays, interior decorating, advertisements, retail products or film and television productions. The Whistler Museum & Archives reserves the right to determine what and how materials within its care can be used and levy fees for use.

## client obligations

### Reproduction Services Order Form

- Clients must begin by filling out a *Reproduction Services Order Form* detailing their contact details, the material they would like to reproduce, intended use and any other relevant information.

### Conditions of Use Agreement:

- Clients wishing to use reproductions obtained from the Whistler Museum & Archives are required complete a *Conditions of Use Agreement*.
- Once the request has been processed by the Whistler Museum & Archives, the client will receive a copy of the request with permission in writing for use of the specific material or a statement of refusal with the reasons for the decision. Please allow one week for the application review.

### Consultation Fee

- Please note that with some reproduction orders, a consultation with a museum staff member may be required.
- A non-refundable fee of \$30.00 will be charged before the consultation service is administered.
- The consultation includes a certified quote detailing a breakdown of pricing options, an assessment of reproduction options (written or verbal), and specific advice pertaining to your particular request. This will ensure that the materials selected can be reproduced at a sufficient quality for their intended use.
- Pricing quotes expire 30 days after quote issue date.
- Once your order is placed and we have received a deposit, the consultation fee will be deducted from your total order cost.

### Shipping

- Shipping costs are the responsibility of the client and cannot be determined until pick-up of order.
- Unless specified, the Whistler Museum & Archives will use their regular courier services.
- If you have specific shipping preferences, please detail these on your *Reproduction Services Order Form*.

### Payment

- A deposit of at least 50% of the total order cost is due at time of placement.
- Please note that this deposit is non-refundable.
- Remaining balance must be paid upon pick-up or order.
- The Whistler Museum accepts cash, Debit, VISA and MasterCard. Personal cheques are not accepted.
- It is the responsibility of the individual or organization identified under CLIENT NAME on all Research and Reproduction Service documents to pay all fees, regardless of whom they represent or act on behalf of.

### Rush Orders

- Please note that the reproduction of museum and archival materials is a highly specialized area. As such, reproductions take time to produce quality.
- If you have specific time restrictions, please detail these during your consultation as well as on your *Reproduction Services Order Form* so that we can assess if it is possible to reproduce the material within your given requirement.
- If a rush order is possible, an additional \$50 will be charged.

### Disclaimer

- The Whistler Museum & Archives reserves the right to revise, and change this policy when it deems necessary.

## categories of use

### Category 1: Research Purposes

Includes	Personal research or study (except website). Research by students, academics, research specialists, private agencies, government, educational institutions, other.
Application	<i>Research Request Form</i> required. <i>Conditions of Use Agreement</i> not required.
Use Fees	Do not apply.

### Category 2: Commercial Reproductions

Includes	Publication: book, magazine. Multi-media: newspaper / newscast, broadcast film or video, sound tape or CD, educational CD-ROM, web version. Website: personal or non-profit. Exhibition, display, presentation, signage: private, business, for-profit, public, registered non-profit. Interior Decoration: commercial, registered non-profit. Advertising: print material, websites, presentations, displays, CD-ROMs. Merchandising: products for sale. Public art: two- and three-dimensional.
Application	<i>Reproduction Services Order Form</i> and <i>Conditions of Use Agreement</i> required.
Use Fees	Apply for most uses.

## exemption from use fees

The following are exempt from Use Fees and but are still required to submit a *Conditions of Use Agreement*.

- Personal non-profit research, study or presentation.
- Research by students, academics, research specialists, private agencies, government and publicly funded education institutions.
- Exhibition, interior decoration and advertising by registered non-profit group or government agency.
- News use in a television news broadcast or newspaper.
- Personal or family website with use of own individual / family documents.

The following are NOT exempt from Use Fees and are required to submit an application for *Permission to Use*.

- Personal website.
- Business office display (private and public).
- Product sales and website by registered non-profit group, government agency or publicly funded educational institution.

## schedule of use fees

### Published Media

Details	Still Image: Cover	Still Image: Inside
Newspaper	\$50	\$25
Magazine	\$100	\$75
Book, Web Edition of Book	\$150	\$125

Notes:

- Use fee applies to each reproduction used.
- Use fee applies to all editions, including web editions, with the same title for a period of 10 years.

### Web, Audio, Film, and Video Productions

		Sound	Film	Video
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<b>Details</b>	<b>Still Image</b>	<b>Recording (per minute)</b>	<b>Footage (per minute)</b>	<b>Footage (per minute)</b>
Website: personal and non-profit	\$25	\$25	\$50	\$25
Website: for-profit and commercial	\$50			
CD-ROM: personal and non-profit	\$25	\$25	\$50	\$25
CD-ROM: for-profit and commercial	\$50			
Newscast: Television	\$25	\$25	\$50	\$25
Newscast: Radio	N/A	\$25	N/A	N/A
Audio Track: personal and non-profit	N/A	\$25	N/A	N/A
Audio Track: for-profit and commercial	N/A	\$50	N/A	N/A
Films, Videos, Computer Presentations: personal and non-profit	\$25	\$25	\$50	\$25
Films, Videos, Computer Presentations: for-profit and commercial	\$50	\$50	\$100	\$50

Notes:

- Includes all editions of website with same title / address for a period of 10 years.
- Category does not include web edition of publication, business or advertising website or web use.

**Display Media**

<b>Details</b>	<b>Still Image</b>
Exhibition, Display	\$50
Signage	\$50

**Interior Decoration**

<b>Details</b>	<b>Still Image</b>
Private Residence	\$25
Restaurant, coffee shop, lounge, etc: Seating less than 30	\$25
Restaurant, coffee shop, lounge, etc: Seating 30-120	\$50
Restaurant, coffee shop, lounge, etc: Seating greater than 120	\$75
Hotel, lodge, etc: Hallway, Guest Room, Cabin	\$50
Hotel, lodge, etc: Lobby or Meeting Room	\$75
Bed & Breakfast	\$25
Store: Less than 1000 sq. ft.	\$25
Store: Greater than 1000 sq. ft.	\$50
Business: Private Office	\$25
Business: Front Office/Reception	\$50

**Advertising**

<b>Details</b>	<b>Still Image: 1000 copies or less</b>	<b>Still Image: Greater than 1000 copies</b>
Restaurant menus and placemats	\$100	\$200
Brochure, poster, flyer, newspaper or magazine ad, letterhead, business card	\$100	\$200

**Public art**

<b>Details</b>	<b>Still Image</b>
Two- dimensional	\$400
Three-dimensional	\$400