



## How to Obtain Reproductions

If you are interested in acquiring reproductions of archival materials in the Chatham-Kent Museum or Ridge House Museum collections, the process is outlined below. Please note that it can take four to eight weeks for the process to be completed and for you to receive your reproductions.

1. Review available reproduction options on the museum reproduction fee schedule.
2. Contact museum with the following information if it is available:
  - The images you are interested in receiving reproductions
  - The type and size of reproduction
  - Your proposed use of the images
  - The method by which you would like to receive the reproductions  
(ie. digital files can be emailed or transferred electronically at no additional cost, paper copies can be picked up at the museum at no additional cost, or paper copies can be mailed at cost)
3. The museum will send you a reproduction agreement including the cost for your reproductions and intended use. You should review the agreement as it outlines your legal responsibilities pertaining to the reproductions you will receive.
4. Return the signed reproduction agreement and payment to the museum. Payment options include cash, debit, or credit at the museum or credit over the phone.
5. Museum staff will send you the reproductions.

### Contact Information:

Phone: 519-360-1998

Email: [ckcccmuseum@chatham-kent.ca](mailto:ckcccmuseum@chatham-kent.ca)

# Chatham-Kent Municipal Museums 2023 Archive Fees

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## Reproduction Fees (for originals up to 11x17)

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### Photocopy

Black and White  
Colour

\$0.75 per image  
\$1.85 per image

### Digital File

72 dpi  
300 dpi

\$14.25 per image  
\$45.75 per image

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## Research

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First 15 Minutes  
Each Additional 30 Minutes

FREE  
\$17.00

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## Publication

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### Book

Inside  
Cover

\$28.75 per image  
\$57.50 per image

### Educational

(i.e. exhibition panels, brochures, etc.)

\$17.00 per image

### Commercial Application

(i.e. television, public displays not educational, etc.)

\$28.75 per image

### Commercial Product

(i.e. for sale prints, t-shirts, calendars, mugs, etc.)

20% per item of our fee to produce a comparable product (quantity specified)

Note: These fees are in addition to any reproduction fees.

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## Additional Fees or Discounts

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Rush Fee (not always available)

5 Business Days

+100%

10 Business Days

+50%

Student Requests Discount

-50%

**We will make every effort to handle your request in a timely manner**

All prices are subject to HST

**Please allow four to eight weeks for requests to be processed**