



## 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 for
  - 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)

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## Reproduction Fees (for originals up to 11"x17")\*\*

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	1-3	4+
<b>Photocopy</b>		
Black & White	\$0.45/image	\$0.67/image
Colour	\$1.36/image	\$1.81/image
<b>Digital Image</b>		
72 dpi	\$11.06/image	\$13.77/image
300 dpi	\$33.39/image	\$44.23/image
USB	\$5.42/disc + reproduction fees	

\*Note: The RHM has equipment to reproduce originals up to 11"x17". Reproduction of originals larger than 11"x17" must be outsourced and will, therefore, be evaluated on a case-by-case basis.

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## Research\*

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First 15 Minutes	Free
Each Additional 30 Minutes	\$16.47

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## Publication

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### Book

Inside	\$27.75/image
Cover	\$55.51/image

<b>Educational</b> (i.e. exhibition panels, brochures, etc.)	\$16.47/image
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<b>Commercial Application</b> (i.e. television, public displays not educational, etc.)	\$27.75/image
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**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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<b>Rush Fee</b> (not always available)	
5 Business Days	+100%
10 Business Days	+50%
Student Requests Discount	-50%