

The Provincial Archives of Alberta

Price List

Effective: March 2016

Provincial Archives of Alberta staff reserves the right to have conditions on the completion of orders; the size of the order, copyright restrictions, conservation requirements or staff scheduling may need special consideration.

PROVINCIAL
ARCHIVES
OF ALBERTA

THE ARCHIVES
STORE & CLIENT
SERVICES

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The PAA operates according to the Historical Resources Act which provides for the "operation, maintenance, and development of the Provincial Archives of Alberta", as well as for the "acquisition, preservation, publication and public exhibition of documents, parchments, manuscripts, records, books, maps, plans, photographs, magnetic tapes, or other materials regardless of physical form, the preservation of which is in the public's interest." All monies raised through the following services will support these initiatives.

If you have any questions about pricing, please contact the Archives Retail Services Coordinator at (780) 415-4867.

A. Conservation Services

1. Conservation Condition Report and Treatment Proposal

This is a mandatory service prior to any conservation treatment. The client must initially meet with the Archives Retail Services Coordinator and sign a conservation agreement. Completion time for a condition report and treatment proposal is 1-3 weeks. The client must pay for this service in advance.

Price:

\$60.00 per report

A report is required for each item.

2. General Conservation

Professionally trained technicians will provide conservation treatment to textual items. This could include humidification, flattening, tear repair, tape removal, book repair etc. Completion time for conservation work takes up to 90 days. A condition report and treatment proposal must be completed in advance of any conservation treatment.

Price:

\$60.00 per hour of technician time, minimum charge of \$60.00

B. Audiovisual Services

*NOTE: The PAA cannot duplicate in sections or pieces, we must duplicate the entire film, video or audio recording.

1. Video Reproduction

Client provided originals:

Reproducing a client item that is on a video format (VHS, BETA, BETA SP, etc.) to digital (MOV) files. Item cleaning is included. Fees for digital media storage, additional conservation, Blu-ray and tape copies are not included. Please note if items are too fragile or dirty to use on PAA equipment, PAA staff can refuse to complete the reproduction. Completion time on video transfers can take up to 90 days.

**Please note that the client must first meet with the Archives Retail Services Coordinator and complete an audiovisual agreement before ANY items can be left at the PAA.*

Price:

\$100.00 per hour of content, minimum charge of \$100.00

\$25.00 per 15 additional minutes of content

PAA provided originals:

Reproducing video format (VHS, BETA SP, etc.) material from the PAA holdings to DVD or digital media storage.

Price:

\$80.00 per video

Copies to Blu-ray are \$5.00 extra.

Digital media storage can be provided by the client or purchased from the PAA

2. Film Reproduction

Client provided originals:

Reproducing a client item that is on a film to digital (MOV) files. Item cleaning is included. Fees for digital media storage, post-production costs, and tape copies are not included. Please note that if items are too fragile or dirty to use on PAA equipment, PAA staff can refuse to complete the reproduction. Completion time on film transfers can take up to 90 days.

**Please note that the client must first meet with the Archives Retail Services Coordinator and complete an audiovisual agreement before ANY items can be left at the PAA.*

Price:

\$40.00 per hour of technician time, per reel, minimum charge of \$40.00

Film fee guide (times are approximate): Up to 50 feet = 2 hrs tech time; 51-200 feet = 3 hrs tech time; 201-400 feet = 4 hrs tech time; 401-800 feet = 5 hrs tech time; 801-1200 feet = 6 hrs tech time; 1201-2000 feet = 8 hrs tech time.

PAA provided originals:

Reproducing film format material requested from the PAA holdings to DVD or digital media storage.

Price:

\$80.00 per film

Copies to Blu-ray are \$5.00 extra.

Digital media storage can be provided by the client or purchased from the PAA

3. Audio Reproduction

Client provided originals:

Reproducing a client audio item to digital (WAV) files. Item cleaning is included. Fees for digital media storage and additional conservation are not included. Please note that if items are too fragile or dirty to use on PAA equipment, PAA staff can refuse to complete the reproduction. Completion time on audio transfers can take up to 90 days.

**Please note that the client must first meet with the Archives Retail Services Coordinator and fill out an audiovisual agreement before ANY items can be left at the PAA.*

Price:

\$100.00 per hour of content, minimum charge of \$100.00

\$25.00 per 15 addition minutes of content

PAA provided originals:

Reproducing audio format material from the PAA holdings to DVD or digital media storage.

Price:

\$80.00 per audio item

Copies to Blu-ray are \$5.00 extra

Digital media storage can be provided by the client or purchased from the PAA

4. Digital Restoration

IMPORTANT: We do not alter PAA images.

A professionally trained technician will digitally alter the original item to client specifications. This could include colorization, removal of smudges or smears, adding missing pieces, etc. The client will first speak with the technician to determine an approximate time for completion before the project commences and to provide specific information on the alterations.

**Please note that the client must first meet with the Archives Retail Services Coordinator and fill out an audiovisual agreement before ANY items can be left at the PAA.*

Price:

\$60.00 per hour of technician time, minimum charge of \$60.00

C. Prints and Digital Files

1. PAA Images

An order form must be completely filled out for all photo orders. Photo orders must be paid for prior to duplication.

Prices listed in the chart below are for a digital print or a digital file, NOT both. Copying can take up to 10 business days but RUSH orders can be completed in 24 hours and the charge will be double the regular price.

Prices:

	Output Size (inches)				
	5x7	8x10	11x14	16x20	20x24
100 dpi (Jpeg)	\$10.00	\$20.00	\$30.00	\$40.00	\$50.00
300 dpi (Jpeg or Tiff)	\$30.00	\$40.00	\$50.00	\$60.00	\$70.00
600 dpi (Jpeg or Tiff)	\$60.00	\$70.00	\$80.00	\$90.00	\$100.00
72 dpi (website use)	-	\$20.00	-	-	-

Please use photograph numbers and credit both the Provincial Archives of Alberta and the name of the collection.

Example: *“Photo J.312/2 appears courtesy of the Provincial Archives of Alberta”* or
“Provincial Archives of Alberta, J.312/2”

2. Client Images

The chart below reflects the prices for a **print or digital file** of client photos, slides, negatives, positives and like media brought to the PAA. Please note that an audiovisual agreement must be filled out by the client and signed by the Archives Retail Services Coordinator prior to leaving any item with staff. Reproductions can take up to 10 business days.

Prices:

Size	Output Size (inches)				
	5x7 or 8x10	11x14	16x20	20x24	over 20x24 *up to 56" wide on one side
Price	\$10.00	\$20.00	\$30.00	\$40.00	\$50.00

The scan output size for **digital files** can be determined by the client. The PAA recommends 8x10 600 dpi.

For material that is not a photo or similar, please refer to section F of the price list.

D. Photocopies

All photocopies will be completed by PAA staff. Small requests of fewer than 10 pages may be completed by the Reference Archivist, at their discretion. If the number of copies exceeds 10, then an order form must be filled out completely and copies must be flagged with the pink strips of paper located at each study desk. The completed order form must then be taken to the reception desk and copies must be paid for in advance.

Copying can take up to 10 business days but RUSH orders can be completed in 24 hours (depending on the request) and the charge will be double the regular price.

**Large orders may take longer to complete and a deposit of 10% will be required on orders exceeding 200 pages for non-account holders.*

Prices:

Size	Price (per page)
Letter 8.5 x 11	\$0.35
Legal 8.5 x 14	\$0.35
Ledger 11 x 17	\$0.50
Microfilm Copies	\$0.35

E. Research Services

1. Homestead Search

Homestead searches are completed by contract researchers of the PAA. The client should provide as much information as possible as this will affect the amount of time required for the search. Please supply the correct and complete legal land description (quarter, section, township, range and meridian) and the name of homestead applicant. The contract researcher will verify the supplied information and commence the research. Fees range from \$30.00 to \$50.00; cost of service is dependent on the level of research required to complete the client request*.

The client must pay in advance for contract research. Charges will not exceed the authorized cost of services but may fall below this time. The client will be refunded if additional research is not required.

An order form must be completed and the client must make full payment for contract research in advance of receiving product. Searches can take up to 15 business days.

*Additional charges will only apply when further research is needed to discern the legal land description and homestead applicant name.

Price:

Maximum charge of \$50.00

2. General Research

General research is completed by contract researchers of the PAA. In order to do research on the client's behalf, the researcher will need as much information about the research project as possible. An order form must be completed and the client must pay in advance. The client will authorize a certain amount of hours and if the researcher cannot finish the project in the allotted time, then the client will be notified to see if they would like to add additional hours. Charges will not exceed the authorized amount of time but may fall below this time.

Price:

\$50.00 per hour of research time, minimum charge of \$50.00

3. Certificates

Certification of documents can be provided to clients who require true copies of the originals for legal purposes. An order form must be completed and the client must pay in advance.

Price:

\$25.00 per file

**photocopies not included*

4. Transcripts

The PAA can provide a typed transcription of information from a vital statistics register to clients; vital statistics registers cannot be photocopied. An order form must be completed and the client must pay in advance.

Price:

\$10.00 per item

**photocopies not included*

F. Documents (oversized items)

Documents normally consist of textual records, maps, posters and plans, either of client provided originals or PAA originals. The chart below reflects the prices for a digital file or a print. Reproductions can take up to 10 business days.

Prices:

	Output Size (inches)		
	under 11x14	over 11x14 and under 20x30	over 20x30 <i>*up to 56" wide on 1 side</i>
100 dpi	\$5.00	\$10.00	\$20.00
300 dpi	\$15.00	\$30.00	\$60.00

For client photos, negatives etc. please refer to section C2 of the price list.