

Copying Policy

- Due to the unique nature of archival records, copying of original records is done only by staff of the Provincial Archives.

Fees (Harmonized Sales Tax (HST) applicable 15 %)

Photocopies, letter and legal size	\$0.25
Photocopies, 11" x 17"	\$0.50
Paper Prints from microfilm	\$0.25

Labour Charge:

No charge for the first thirty minutes.

\$15.00 per hour after the first thirty minutes.

A postage and handling fee is applied to all mail out orders:

1 - 9 pages	\$1
10 - 49 pages	\$2
50 - 99 pages	\$5
100 - 199 pages	\$6
200 + pages	\$7

- Cheques or money orders are payable to The Rooms Corporation.
- Processed copy orders can be paid for and picked up at the Admissions Desk on the first floor of The Rooms.
- When requesting copies of individual documents, clients will be required to flag the pages. Reference Desk staff will supply Copying Flags for this purpose. APost-it@ sticky notes and paper clips are not permitted.
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 - the records are too fragile to be copied or if copying would endanger the record.
 - access to the records is otherwise restricted in accordance with the Copyright Act or the Access to Information and Protection of Privacy Act.

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• Copying will not be completed immediately upon request. Copy orders are processed in the order in which they are received. We aim to complete orders within five business days. However, at times there may be delays in processing large copy orders or delays due to a large number of copy requests.

• In displays, publications and websites, The Rooms Provincial Archives Division must be acknowledged and the applicable references cited.

• The Provincial Archivist can certify that a copy of a document is from the holdings of the Provincial Archives. A fee of \$20.00 applies.

• Records of baptisms, marriages and burials cannot be photocopied. A True Copy, which is a typed extract of the information in such a record, is available for a fee of \$20.00. See True Copy Request Form.

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