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## SERVICES AND REPRODUCTION FEES – ARCHIVES AND COLLECTIONS –

Access to the Archive Centre	Free (By appointment only)	
<b>RESEARCH FEES</b> Research done by the archivist or assistance for research		
First hour	Free	
Student	\$15 for the subsequent hour \$5 per additional hour	
Individual, organization	\$25 for the subsequent hour \$10 per additional hour	
<b>REPRODUCTION FEES</b>		
Photocopies*	Letter b&w	\$0.25
	Letter color	\$1
	Legal b&w	\$0.50
	Legal color	\$2
	11x17 b&w	\$1
	11x17 color	\$3
* Taxes apply		
High-definition digitization in PDF format of archival documents		
- Existing digital file	\$15 for the first page \$1 per additional page	
- New digitization	\$20 for the first page \$1 per additional page	

High resolution scanning in JPEG format for collection objects photos			
- Existing digital file		\$15 per photography	
- New digitization		\$20 per photography	
<b>DISTRIBUTION FEES</b>			
<b>Image for personal or research use (students, researchers)</b>			
NO ADDITIONAL FEE			
CONDITIONS: For free access, the researcher or student must submit in writing the context of use and confirm that the image will not be used for profit, nor that it will be shared or reproduced without prior consent of Le Monastère des Augustines. The applicant will not publish publicly, to third parties or on the Internet (websites, blogs, social networks) the images made available.			
<b>Image for print and digital publication purposes (books and periodicals)</b>			
Additional cost	1000 copies and less	Between 1 000 and 5 000 copies	5 000 copies and more
Front page, non-profit organization	\$30	\$40	\$50
Front page, profit-making organization	\$40	\$50	\$60
Interior illustration, non-profit organization	\$5	\$10	\$15
Interior illustration, profit-making organization	\$15	\$20	\$25
<b>Image for exhibition or online distribution purposes</b>			
Exhibition, non-profit organization	\$10		
Exhibition, profit-making organization	\$50		
<b>Image for broadcasting, film production, video or multimedia project purposes</b>			
Less than 5 seconds	\$50		
More than 5 seconds	\$80		
<b>Image for commercial purposes (derivatives, advertising, other)</b>			
Non-profit organization	\$50 per image or minute and per year		
Profit-making organization	\$150 per image or minute and per year		

SERVICE CHARGE	
Regular processing (7-10 business days)	No extra charge
Priority Processing (2 business days)	\$25

**NOTES**

Rates are in Canadian dollars and are NON-NEGOTIABLE.

Rates are subject to change without notice.

Applicable taxes must be added to the rates.

The distribution fees are accompanied by a licence signed by both parties as well as the conditions of use which must be respected.