

## Halifax Regional Municipality Archives

# Copying Services and Fees

### Copying Policy

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### Copying Fees - please submit a Copy Request Form

Type of Copying Service	Fee
Photocopies (up to 11x17)	40¢ per page - surcharge of \$10.00/hour for >50 pages
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Photographs	outsourced + \$5.00 handling fee (>10 items - \$10.00)
Large-format (maps, plans from paper or microfilm)	outsourced + \$5.00 handling fee (>10 items - \$10.00)
Scanned images (from paper or microfilm)	\$12 /image (>10 items - \$10/image) (CD-ROM included) or outsourced + \$5.00 handling fee

### Postage and Handling Fees (Courier service is at the expense of the researcher).

Cost of Copying Service	Postage and Handling Fee
<\$5.00	none
\$5.00 - \$50.00	\$5.00
>\$50.00	\$8.00

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Use	Fee
Educational, non-commercial, not-for-profit use	no charge
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