

 <b>M O N C T O N</b>	<b>POLICY</b>	<b>Owner Department:</b> Culture and Heritage
	<b>Photograph and Research Policy</b>	
<b>Effective Date:</b> August 8, 2000	<b>Last Reviewed Date:</b> November 28, 2019	
<b>Approving Authority:</b> Moncton City Council	<b>Replaces No.:</b> Policy 1405	

### 1. Purpose Statement

The City of Moncton recognizes the value of its Museum’s collections and the importance of preserving them as well as controlling their use. Therefore, the City of Moncton has developed a Policy on the use of Photographs and the use of Museum staff persons for research. The City of Moncton in no way wants to discourage the use of the Museum, therefore, pricing for these services have been established to encourage use of and access to Museum information and collections.

### 2. Definitions

“Commercial User” means anyone whose use of the Museum resources will generate revenue for that user.

“Public, Media & Non-Commercial User” means everyone who is not a Commercial User.

### 3. Museum’s Authority

The Moncton Museum will retain all rights to Museum-owned information.

1. The Museum may provide Museum-owned information to educational institutions and public libraries for reference use only.
2. The Museum must approve commercial use of Museum-owned information and resources.
3. The Museum may form partnerships to support initiatives that involve data sharing or data exchange.

Parts of the Policy may be waived at the discretion of the Director when the interests of the Museum or the City of Moncton are served by such course of action.

## 4. Request for Resources and Materials

The Museum makes every effort to make materials accessible; however, some materials may be unavailable for reasons of conservation, copyright restriction, the protection on privacy or donor agreements. No archival documents, photographs, research files, reference books, or negatives may be removed from the museum research library.

1. Requests are on a first come, first serve basis and in the case of urgent requests, the Museum reserves the right to refuse urgent requests where staff resources are insufficient to allow a response in the time allotted.
2. All orders for photographic reproductions must be in writing and require at least two weeks advance notice. If a negative must be made to provide the reproduction, the negative becomes the property of the museum and the client assumes all copy work costs. Advance payment is required as per the appropriate rate as set by the Moncton Museum Schedule of Fees. Photographic copies of the collection as well as laser photocopies of historical photographs are not permitted.
3. The credit line for all reproductions must appear in close proximity to the image and read, **Moncton Museum Collection**. With film, slide presentations, and video productions, the credit line must appear with the other credits at the beginning or end of the production. In the case of publication, one complimentary copy of each publication in which the photographic copy appears must be sent to the Moncton Museum.
4. In the case of photographic reproductions, permission is for **one-time use only** as described on the photograph order form, with no other rights. Any subsequent use constitutes re-use and is strictly prohibited. Everyone must reapply in writing to the Moncton Museum for permission to re-use a photographic reproduction. An additional fee may be charged for re-use. The user may not reproduce or permit others to reproduce the photographic copy or any facsimile of it.
5. The user assumes all responsibility for possible copyright infringement arising from the use of reproductions or information.

In authorizing the publication of a photographic copy, the Moncton Museum does not surrender its own right to publish it, or to grant permission to others to do so.

## 5. Fees

1. Commercial users of Museum staff and information resources will be billed for use of these services as described in the Moncton Museum Schedule of Fees.
2. Public, Media, and other Non-Commercial users of Museum staff resources will be provided two hours of free access to Museum staff per calendar year. Use of these services beyond that period will be billed at the appropriate rate as set by the Moncton Museum Schedule of Fees and may include expenses such as photocopies, faxes, etc. Public, Media, and other Non-Commercial users are

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encouraged to conduct their own research, in person, using the Museum information resources. Appointments are recommended.

Public, Media, and Non-Commercial users’ research and photograph requests received by mail and by e-mail will be provided 30 minutes of free search time per request. Any time required beyond this period will be billed at the appropriate rate as set by the Moncton Museum Schedule of Fees and will include shipping and handling fees.

**6. Schedule of Fees**

<b>Commercial Research:</b> Per research request	\$75.00/hr. plus expenses such as photocopies, faxes, etc. (Minimum charge of 1 hour)
<b>Public, Media &amp; Non-Commercial Research (in person)</b> Following two hours of free access to Museum Staff per person/calendar year	\$15.00/hr. plus expenses (Minimum charge of 1 hour)
<b>Public, Media &amp; Non-Commercial Research (via mail or e-mail)</b> Following 30 minutes of free search time per request	\$15.00/hr. plus expenses (Minimum charge of 1 hour)
<b>Photocopies:</b>	\$0.15 per page
<b>Digital Scans:</b>	\$10 per scan
<b>FAX (Long Distance)</b>	\$3.00 per page
<b>Shipping &amp; Handling:</b>	\$5.00 per order
<b>Photograph User Fees:</b> These fees are in addition to the cost of the photographic reproductions. The following fees apply to one-time, one language use in books, journals, magazines, catalogues, etc.	
<b>Black &amp; White Reproduction within the Body of the Text</b> Public and Non-Commercial Use Commercial use	\$10.00 \$50.00

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<p><b>Black &amp; White Cover</b> Public and Non-Commercial Use Commercial Use</p>	<p>\$20.00 \$125.00</p>
<p><b>Colour Reproduction within the Body of the Text</b> Public and Non-Commercial Use Commercial Use</p>	<p>\$10.00 \$50.00</p>
<p><b>Colour Cover</b> Public and Non-Commercial Use Commercial Use</p>	<p>\$20.00 \$125.00</p>
<p><b>All Other Uses</b> Enlargements, film, letterhead, menus, placemats, programs, brochures, promotional purposes, advertising and promotion, calendars, greeting cards, CD covers, postcards, posters, multi-media, commercial decorating (such as a hotel), etc.</p>	<p>(By quotation upon written application)</p> <p>Black &amp; White \$100 - \$300 Colour \$200 - \$500</p>
<p><b>NOTE: Photograph User Fees <i>are not required</i></b> for personal or private use, for use in student projects, for use by the local media or for use by registered non-profit societies.</p> <p><b>Photograph User Fees <i>are required</i></b> for publication or where commercial use for profit is desired or intended.</p>	

**7. Administration and Contact**

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