

Search Fees

Please note: There are strict rules regarding the reproduction of archival materials, as defined in the Canadian Copyright Act and Regulations, or of other countries, or binding agreements with our donors. These rules may prevent or limit us in responding to your request for copies.

15% HST applicable to all fees. Payment is due when material is picked up or prior to digital transfer.

Search rees	
Self-directed	No charge
Conducted by Staff	\$30.00 per hour
	Requests are reviewed on an individual basis. Processing times may vary; please consult with staff.
Rush (5 days or less notification)	\$50.00 additional fee
Newspaper articles and	\$15.00 per item
other records on microfilm	Bulk orders of 5 or more are charged \$30.00 hourly rate.
Reproduction Fees	
Photocopies	\$0.25 per page
Students/Faculty/Staff	\$0.15 per page
11x17 or other special paper	\$0.50 per page
Scanning	\$10.00 per item
Students	Provided free of charge for research and private study purposes only. Processing times may vary. Fees may apply for larger requests; please consult with staff.
Video or Sound recordings	Provided free of charge for research and private study purposes only. Processing times may

Commercial Publication*

Photographs	\$100.00 per image for Broadcast, Publication or Exhibition for a single-use license; \$250.00 per image for a "life of the project" license - covers various media including exhibition, website and publication related to a single project
Video or Sound recordings	Determined by the Archivist
	Please consult with staff for commercial requests. Fees are payable via invoice or credit card.

Please Note:

 *Formal credit is required for all uses of material; and formal citation of material where appropriate:

*[Title], [date]. [Photographer or corporate name, or "Photographer unknown"] [Reference number]. Beaton Institute, Cape Breton University.

*Sample Citation Formula: Island of Cape Breton, 1767. Samuel Holland. Map 655. Beaton Institute, Cape Breton University.

*Copyright and other rights requirements are the responsibility of the user; the Beaton Institute will not provide indemnity against losses or costs incurred by third-party claims of ownership or copyright.

*Images used for web publication must be displayed at a resolution not higher than 72 ppi.

*Items provided for publication and commercial use may not be altered in any way.

- 15% HST applicable to all fees. Payment is due when material is picked up or prior to digital transfer. All fees are handled by the Cape Breton University Finance Office. Cash not accepted; payment via cheque or credit card only.
- For requests requiring material sent by mail please consult with staff re: applicable fees.