



PÔLE CULTUREL
DU MONASTÈRE
DES URSULINES

FEE SCHEDULE ARCHIVES/COLLECTIONS

BASIC FIXED FEES	
Receipt of the request (within 10 business days) (Includes a simple search of museum and archival collections. Lists of relevant object records and files from the Ultima database will be sent.)	Free
Administrative billing fee	\$10 per request
On-site consultation fee (1-year subscription)	\$10

RESEARCH FEES (carried out by the staff at the researcher's request; first hour free of charge)	
Students and nonprofit organizations	\$20/hour
Government corporations, institutions, for-profit organizations, individuals	\$30/hour

REPRODUCTION FEES – DIGITIZATION		
ARCHIVES		
Graphic archives/documents	Students and nonprofit organizations	\$17 per image
	Government corporations, institutions, for-profit organizations, individuals	\$25 per image
Text archives/documents	Per document and with protective <i>watermark</i>	\$8 first page \$3 each additional page
Reproductions that require the taking of photos		Outside firm's fees
Audio or audiovisual documents		Outside firm's fees + shipping
COLLECTIONS		
Existing digital image of an object	Students and nonprofit organizations	\$17 per image
	Government corporations, institutions, for-profit organizations, individuals	\$25 per image
Reproductions that require the taking of photos		Outside firm's fees

USAGE FEES			
Personal and academic use	Free		
Print or digital publications (Fees per image)	Cover pages	Interior pages	Circulation/Downloads
	\$75	\$30	1,000 or less
	\$100	\$40	1,001-5,000
	\$125	\$50	5,001 or more
Interpretive panels (outdoors)	\$75		Fee per image
Exhibitions, virtual exhibitions or websites	\$25 per year or \$75 for the duration of the exhibition		Fee per image
Commercial use (brand image, merchandise)	\$100		Fee per image per year (minimum of 3 years)
Use of a fixed document for broadcasting or webcasting purposes	\$150		Fee per image
Use of an audio or audiovisual document for broadcasting or webcasting purposes	\$150		Fee per minute (minimum of 1 minute)

OTHER FEES	
Priority processing of requests (2 business days)	\$50

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.

Fees are billed per document (text or graphic) and per use.

Usage fees are accompanied by a license that stipulates terms of use and is signed by both parties.

Special rates may apply for special requests.