

ARCHIVES OF MANITOBA

Guide to Photocopies, Microfilm Prints and Microfilm Scans

The Archives of Manitoba can provide copies of most archival records in its holdings. This guide governs the copying of textual records, photographs, documentary art, maps, architectural drawings, printed material and microfilm held by the Archives of Manitoba. It governs the use of photocopiers, microfilm printers and microfilm scanners.

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- Clients must complete and submit a *Request for Copies* form for all copy requests.
 - All copies are governed by the Archives of Manitoba's Terms Governing the Use of Copies of Records.
 - Some donor agreements may not allow for the copying of some records, or permission may be required.
 - Because of the unique nature of the records, all photocopying of original records is done by Archives staff. Copies cannot be made where there is a risk of damaging the record. Copying from bound Hudson's Bay Company volumes is restricted.

Payment Information

- For onsite clients, payment for orders is done at the Archives of Manitoba Research Room. Receipts are available upon request.
- If the order is to be delivered by mail, an invoice will accompany the copies unless another arrangement has been made.
- The Archives of Manitoba accepts cash and debit (onsite clients only), major credit cards, cheque (made payable to THE MINISTER OF FINANCE), money orders, and purchase orders.

Copy Format	Price
Photocopies	\$0.20 per page*
Microfilm Prints	\$0.50 per page*
Microfilm Scans (self-service only)	\$1.00 per CD**

* Prices do not include PST, GST or mailing costs.

** This is a self-service option and, therefore, is only available to onsite clients at this time.

Onsite Copying

Photocopy Requests

- Orders are processed in queue and are normally completed within 10 business days unless otherwise indicated when the order is placed. The number of photocopies is limited to 250 copies per fiscal quarter due to operational constraints.
- Placing a green flag where you want the copying to start and a pink flag where you want the copying to end. If notations are needed to clarify what you want copied, mark them on the flag nearest to the issue in question.
- Do not remove items from folders for copy orders.
- If you have more than one item to copy per box, place the flags vertically within a file, so they can be easily seen by the person who will be filling your request. Put the files back in the proper order in their boxes.

Self-Service Microfilm Prints & Scans

- Clients can make their own prints and/or scans from microfilm using the microfilm printers or the microfilm printer-scanner in the Research Room.
- If using a microfilm printer, a copy card must be purchased at the reception desk. Cards are available in the following denominations: \$2.50, \$5.00, \$10.00 and \$15.00 (plus taxes). Clients will also be

required to pay a \$1.14 deposit charge for the copy card but this charge is refundable upon return of used copy card. Note: Balance on copy cards is non-refundable.

- Demand for the microfilm scanners is such that clients must sign up for a time slot. The sign-up sheet is at the reference desk.
- Clients can save scanned records to their memory sticks or CDs. CDs are available for purchase at a cost of \$1.00.
- The hard drives of the computers attached to the microfilm scanners are periodically wiped so ensure that your scans are saved before you leave.

Remote Orders for Copies

- At this time the Archives of Manitoba does not offer a scanning for remote copy requests.
- Submit the Request for Copies form to the section of the Archives of Manitoba responsible for the records (i.e. Private Records, Government Records or Hudson's Bay Company Archives). If you are unsure of which section to send it to, submit it to the general Archives of Manitoba mail or email address: 130-200 Vaughan Street, Winnipeg, MB, R3C1T5 / archives@gov.mb.ca
- Orders are processed in queue. If your order is time sensitive, please indicate that at the time your order is submitted. The number of photocopies is limited to 250 copies per fiscal quarter due to operational constraints. The number of microfilm prints of Hudson's Bay Company records is limited to 50 microfilm prints per fiscal quarter due to operational constraints.