

## ARCHIVES OF MANITOBA

### Guide to Photographic Reproduction Services (Prints and Digital Scans)

The Archives of Manitoba (including the Hudson's Bay Company Archives) can provide photographic reproductions of most archival records in its holdings. This guide governs the photographic reproduction of these records, including: photographs, documentary art, textual records, maps and plans, and printed material.

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- Reproductions are not supplied on approval. All reproductions are made to order and clients will be invoiced accordingly.
- All copies provided are subject to the provisions of Canadian copyright legislation. The client assumes full responsibility for locating the copyright owner if necessary and obtaining the necessary authorization for use other than private research and study.
- Negatives or transparencies produced to complete an order result in an **additional charge** of \$26.00 per negative and \$27.00 per transparency. All negatives and transparencies remain the property of the Archives of Manitoba.
- All photographic reproductions are prepared and shipped by THE LAB WORKS, 464 Hargrave Street, Winnipeg.
- Payment must be received before the order is processed. Payment is made to THE LAB WORKS directly. Payment may be made by cash, cheque, money order or credit card. An official purchase order must accompany orders from government departments or organizations wishing to be billed by THE LAB WORKS. **Do not make payments out to Archives of Manitoba as this will delay your order.**
- All orders, including any changes, must be channeled through the Archives of Manitoba. Clients should **not** contact THE LAB WORKS directly as this will delay your order.
- **Requests for photographic reproductions must be received by Noon on Monday** to allow staff time to prepare material for Wednesday pick up by The Lab Works. Orders are normally ready within 10 business days. Large orders (in either quantity or image size) may take longer. Orders received after Noon on Monday are not submitted to the photographer until Wednesday of the following week.
- **Rush service is available.** \$57.00 fee per order will be applied to orders required sooner than within 10 business days.
- Each image requested must be identified by reference/collection number and, if applicable, the negative or transparency number. Delays in processing will result if they are not properly identified.
- Clients will be contacted when their order is complete.
- Unless otherwise notified, the lab will crop photographs to show only the image, and will print each image with a border. Due to variations in proportion of negatives, the actual image size may not fit the standard sizes of photographic paper.
- The Archives of Manitoba will provide basic identification with each reproduction including negative number, reference number/collection title, date, photographer or artist (if known), and a brief caption.
- See the Archives of Manitoba Photographic Reproductions Price List (Prints and Digital Scans) for information on print and digital file sizes and delivery options.

**ARCHIVES OF MANITOBA  
PHOTOGRAPHIC REPRODUCTIONS PRICE LIST**

**IF A TRANSPARENCY OR NEGATIVE MUST BE PREPARED TO PRODUCE AN ORDER, CLIENTS WILL BE CHARGED \$26.00 PER NEGATIVE OR \$27.00 PER TRANSPARENCY. NEGATIVES AND TRANSPARENCIES REMAIN THE PROPERTY OF THE ARCHIVES OF MANITOBA**

**PRINTS  
(From 4x5 b&w or colour negatives)**

SIZE	BLACK & WHITE	COLOUR	MOUNTING (FOAM CORE)
4X5	\$11.25	\$17.50	\$6.00
5x7	\$11.25	\$17.50	\$6.00
8x10	\$13.00	\$19.00	\$6.00
11x14	\$21.75	\$24.75	\$9.00
16x20	\$38.00	\$44.00	\$12.50
20x24	\$52.00	\$50.00	\$15.50
20x30	\$68.00	\$60.00	\$19.50
24x30	\$77.00	\$75.00	\$24.00
30x40	\$115.00	\$112.00	\$35.00

**DIGITAL SCANS  
(From 4x5 b&w negatives or colour transparencies)**

FILE SIZES	PRICE	COLOUR OUTPUT	GRAYSCALE OUTPUT	PIXELS
5 MB	\$13.00	3x5 @ 300 dpi	6x9 @ 300 dpi	900x1500
6-15 MB	\$15.50	6x9 @ 300 dpi	11x17 @ 300 dpi	1800x2700
16-25 MB	\$25.00	8.5x11 @ 300 dpi	16x20 @ 300 dpi	2550x3300
26-55 MB	\$34.50	12x18 @ 300 dpi	20x30 @ 300 dpi	3600x5400
56-100 MB	\$39.75	17x22 @ 300 dpi	30x40 @ 300 dpi	5100x6600
101+	On Request			
<b>Scans are RGB (colour) or Grayscale (b&amp;w) 300 dpi, contrast and colour corrected; saved in any file format supported by PhotoShop. Prices for 600 dpi scans are available on request</b>				

**DELIVERY**

<b>Picked up at the Lab Works</b>	<b>No charge</b>
<b>Canadian Orders (up to 8x10)</b>	<b>\$8.50 postage and handling</b>
<b>U.S. /International</b>	<b>\$10.75 postage and handling</b>
<b>Oversize packages</b>	<b>Actual Postage, plus \$5.60 handling</b>
<b>Courier</b>	<b>Actual Courier fee, plus \$5.60 handling for service outside of Winnipeg</b>
<b>Digital scans delivery via FTP</b>	<b>\$3.10 (website download)</b>
<b>Digital scans on CD</b>	<b>\$7.00 for CD and other postage/courier charges as applicable</b>

- **Prices (Canadian \$) are in effect as of 1 June 2011 and are subject to change without notice.**
- Requests for reproductions are processed by the Archives of Manitoba. Reproductions are prepared by The Lab Works. Pre-payment is required by The Lab Works. Prices do not include PST or GST.
- Normal Service is 6 to 10 working days. **Rush service is an additional \$57.00/order.**
- Other sizes and services may be available from The Lab Works.
- For additional information see the Archives of Manitoba Guide to Photographic Reproduction Services.