

# ARCHIVES OF MANITOBA

## Guide to Photographic Reproduction Services

The Archives of Manitoba 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.

- 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.
- If a negative has to be produced to complete an order, there will be an additional charge of \$23.00/item. **All negatives remain the property of the Archives of Manitoba**
- All photographic reproductions are prepared and shipped by THE LAB WORKS, 464 Hargrave Street, Winnipeg. 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.** Payment must be received before the order is processed.
- All requests, changes to orders etc. must be channeled through the Archives of Manitoba. Clients should **not** contact the THE LAB WORKS directly as this will delay your order.
- THE LAB WORKS collects orders on Wednesday mornings and will normally have reproductions completed by the following Wednesday. Orders should be received by the Archives of Manitoba **prior to noon on Monday** to allow sufficient processing time. Orders received after that time may not be submitted to the photographer until the following Wednesday. **Each photograph must be identified by photograph and negative number. Delays in processing will result if they are not properly identified.** Large orders (in either quantity or image size) may take longer. A rush charge of \$53.00/order will be charged for reproductions required sooner.
- Unless otherwise notified, the lab will crop the photograph to show only the image. If captions or other details are required staff must be informed when the order is placed.
- Unless otherwise notified the lab will print each image with a border
- Due to variations in proportion of negatives, the actual image size may not fit the standard size of photographic paper.
- The Archives of Manitoba will provide basic identification with each reproduction including negative number, collection title, date, photographer or artist (if known), and brief description. Client must take notes of all other information required for full identification.
- Each client will be asked to agree to and sign Terms Governing Reproduction and Use

SIZE	BLACK & WHITE	COLOUR
4 x 5	\$10.00	\$15.00
5 x 7	\$10.00	\$15.00
8 x 10	\$10.75	\$17.50

Prices do not include P.S.T. or G.S.T.  
Prices for other sizes and services available on request

POSTAGE AND HANDLING	
Picked up at THE LAB WORKS	No charge
Canadian Orders (standard size)	\$8.50
U.S./Others (standard size)	\$10.75
Oversize Packages	\$5.60 + Postage
Courier Service	\$5.60 + Courier Fee

Prices (in Canadian \$) are in effect as of 1 March 2009 and are subject to change without notice

Revised 01-03-2009