

## Guide to ordering copies

### Archives of Manitoba

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Many of the records in the Archives of Manitoba's holdings may be reproduced for research, private study, or legal purposes. All copies, regardless of format, are governed by the Archives of Manitoba's [Terms Governing Use of Copies \(PDF\)](#). This guide refers to orders for photocopies and copies of moving image and sound records. For photographic reproductions, refer to [The Lab Works Guide to Services and Price List for the Archives of Manitoba \(PDF\)](#).

#### Photocopies:

- Complete the [Copy Request Form \(PDF\)](#) and submit it to Archives retrieval clerk, together with the records.
- The Archives will photocopy for a maximum of 5 minutes per order (approximately 20 pages, depending on the complexity of the order). Clients may not submit more than one copy request per day. (Please note the Archives does not create scanned copies of records.)
- Photocopies cost 50 cents per page (plus applicable taxes and shipping).
- Photocopy requests are completed in the order they are received. Orders may not be completed the same day they are received.
- Flag the pages you are requesting by placing a green flag where you want the copying to start and a pink flag where you want the copying to end. Flags are available from Archives staff.
  - If notations are needed to clarify what you want copied, mark them in pencil on the flag nearest to the issue in question.
  - If you have more than one item to copy per box, place the flags vertically within a file, so they can be easily seen in the box by the person who will be filling your request.
  - Do not remove items from folders. Keep items in their original order within files and files in their original order within the boxes.
  - Copies will not be made if there is a risk of damaging the record.

#### Moving image and sound reproductions:

- Complete the [Copy Request Form \(PDF\)](#) and submit it to Archives staff. Archives staff will contact clients to discuss the order before proceeding.
- The Archives may be able to provide DVD or audiocassette copies, when a preservation copy exists.
  - DVDs are supplied by the Archives. Copying charges apply: \$20.00 per item, plus applicable taxes and shipping. Audiocassettes are supplied by the client. Copying charges apply: \$10.00 per item, plus applicable taxes and shipping.
- Requests for copies which cannot be accommodated by the Archives will be outsourced, coordinated by the Archives and in consultation with the client.
  - Cost will include production of both a preservation copy and an access copy for the Archives of Manitoba.
  - Clients are charged directly by the company to which the copying is outsourced.
  - Clients are responsible for all costs associated with the copying including shipping or courier costs.