

PORT CHALMERS MARITIME MUSEUM

Schedule of Fees and Charges – Please also refer to Terms and Conditions

FOR PRIVATE USE AND STUDY

Personal Archive Enquiries

Port Chalmers Historical Society Members - Free

Primary and Secondary School Children - Free

Otago University & Otago Polytechnic Students (ID Required) - \$5.00 donation suggested

All Others - \$10.00 donation suggested

Archive Research by Staff

Less than 15 minutes – no information found - no charge

Less than one hour flat rate – \$35.00

Per half hour after first hour - \$25.00

Photocopying

A4 photocopies (B & W) \$1.00 per page

A4 photocopies (Colour) \$5.00 per page

A3 photocopies B & W only) \$1.80 per page (not always available)

Copies using Museum's digital camera - \$7.50 per page

Photographs

A4 inkjet photograph - \$10.00 plain photo paper

\$15.00 glossy photo paper

Deframing Charge - \$35.00 per frame (only when possible)

Digital Image – (first five images) - \$35.00

Digital Image per image after first five images \$10.00

Digital Image via e-mail - \$15.00

A4 sample print - \$1.50

Note: In some instances we may have to seek permission of the donor to make copies.

FOR REPRODUCTION/PUBLICATION PURPOSES

Publication Fee per image

Books/Periodicals

orders of 1-2 images - \$55.00 per image

orders of 3-5 images - \$45.00 per image

orders of 6 and over - \$40.00 per image

Greeting cards/Postcards - \$120.00

Calendars/Bookcovers - \$250.00

Advertising Publicity - \$250.00

Television programmes/ commercial films - Price on Application

Still Photography and Filming in Museum

which requires staff supervision or assistance - \$35.00 per hour or part thereof.
Note: prior arrangements are required. No filming on cruise ship visit days –
check with www.portotago.co.nz for schedule.

A 50% discount on above charges applies to Port Chalmers Historical Society members.

All prices include G.S.T.

Packing and postage for items larger than standard letter rate - charged at actual cost

March 2015

PORT CHALMERS MARITIME MUSEUM Reproductions - Terms & Conditions

General

The Port Chalmers Maritime Museum (hereinafter referred to as “the Museum”) requires applications to be made in writing for permission to make any reproduction of items in its collection. A copy of the application form can be downloaded from the Museum web-page. Permission is dependent on full acceptance of the following conditions:

Delivery Time is usually four to six weeks

Payment can be made by cheque, Eftpos, VISA or by direct debit to the Museum's cheque account No. 03-0905-0062679-00. If outside New Zealand a bank cheque or VISA paid in New Zealand Dollars will be acceptable. Please do not send cash with the order. All orders must be paid for in advance.

Reproduction/Publication Fee

The Museum as proprietor of material in its collection charges a fee for publication or commercial use of its material (see schedule of fees and charges for details) This fee is additional to charges made to cover the cost of processing and supply of images, Acceptance of fees is required before permission to publish is given.

Please note: The commercial or other use of works from the collection may be offensive on ethical or cultural grounds. For this reason care must be taken in the use of such reproductions. The Museum may need to contact applicants to discuss the intended use of certain works.

Copyright

The Museum does not often hold the copyright of items in its collection. Responsibility for obtaining permission of the copyright holder, before publication, rests with the applicant. The applicant is required to produce written authorisation from the copyright owner before permission to publish is given. Any fee payable to the copyright holder is additional to fees due to the Museum.

Reproduction Conditions

- 1. Permission, if granted, is for once only use, as specified in the application form. All further reprints, further editions, reuse of printing plates or digital images require a new application and a separate fee may be payable.**
- 2. The Museum reserves the right to refuse applications.**

3. The Museum assumes no responsibility for any royalty claimed by or on behalf of the artist, and will not negotiate copyright clearances.
4. Work must not be cropped, overprinted or visually manipulated without permission.
5. It is prohibited to make photographs from any reproduction.
6. The Museum will supply a Credit Line which must be used as supplied except by prior arrangement with the Museum. It is preferable for the Credit Line to appear adjacent to the reproduction. Where this is not possible it must appear in a manner which allows clear identification of the work. Incorrect or incomplete Credit Lines must be corrected in future editions. For television, films, videotapes and audiovisuals, acknowledgment in end credits is acceptable. The Credit Line is: *Collection of Port Chalmers Maritime Museum* followed by the Museum's reference number where available.
7. Every image used on a web-site, computer network or CD Rom must be accompanied by the following text: *Permission of the Port Chalmers Maritime Museum must be obtained before re-use of this image.*
8. Exemptions of the publication fee may be granted if, in the Museum's view, the publication furthers knowledge about those things that are of concern to the Museum. Cases for exemption will be decided taking into account the proposed price of the publication. Where exemptions are granted, a copy of the publication is to be given to the Museum by the copyright owners.

March 29-015

1. PORT CHALMERS MARITIME MUSEUM
2. Order for Images

NAME.....

ADDRESS.....

CONTACT PHONE.....E-
 MAIL.....

Note: Standard Charges are set out in the Schedule of Fees and Charges
 Not all images on display in the Museum are a part of our collection.

COPY OF IMAGES REQUIRED

Description Format	Album Page (if known)	Location (if known)
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These images are for my personal use and are not for further reproduction: YES / NO (circle)

If NO, these images are for further reproduction: YES (circle)

Application must be made below for permission to reproduce images from the Port Chalmers Maritime Museum's Collection.

Declaration: I agree to use the images listed above specifically for the purpose indicated below and will pay the processing charges.

Signed.....Date.....
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Permission to Reproduce Images

I request permission to reproduce these images in the following format and for the following purpose:

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continue on additional sheet if necessary.
(refer to Schedule of Fees and Charges – For Reproduction/Publication Purposes). I agree to pay the fees set out in the Schedule and to be bound by the Terms and Conditions:

Signed.....**Date**.....
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For Office Use
Order taken
by.....Date.....
Permission Granted/Declined

Fee Paid \$.....Order delivered/collected/posted
Date.....