

Archives of Manitoba

Guide to Copy Services 2005 (Photocopies, Microprints, Microscans)

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

A variety of copy formats are available including photocopies, microprints and microscans. Because of the unique nature of the records, all copying is done by Archives staff. However, self-serve copying of microfilmed records is permitted. Clients must complete the *Request for Copies* form. They must also agree to and sign the *Terms Governing Reproduction and Use* form.

In some cases, Preservation Services staff will need to be consulted prior to a request form being approved. This may result in delays.

Restrictions on copying

- All copies provided are subject to the provisions of the *Canadian copyright legislation*. Copies are provided for the purposes of research or private study and will not be provided if they infringe on copyright. Use for any other purpose may require the authorization of the copyright owner. The client assumes full responsibility for locating the copyright owner and obtaining any necessary authorizations for use other than research or private study. Staff will advise you if you are unsure about a copy request.
- Copies cannot be made where there is a risk of damaging the record. Copying from bound volumes is restricted. Please consult staff if you are not sure whether a record can be copied.
- Donor agreements may not allow for the copying of some records, or permission may be required.
- The number of copies provided may be limited by operational constraints.

Photocopies

- Because of the unique nature of the records, all photocopying is done by Archives staff. Clients must complete and submit a *Request for Copies* form for all photocopy requests.
- Requests are processed in the order they are received. Copy requests are generally completed within 15 business days. Small requests (less than 10 copies) may be available the same day, depending on operational constraints. The turnaround time for large requests will be negotiated with clients on a case by case basis. Your order may be expedited more quickly if you fill in separate request form for records from the Government Records, Private Records and Hudson's Bay Company Archives sections of the Archives of Manitoba and if the material is well identified and flagged.

Photocopies Continued....

- Placing flags around the records to be copied is the best way to let the reprographic technician know exactly what you wish to have copied while also preserving the original order of the records. It is your responsibility to clearly indicate what is to be copied. **Please do not use post-it notes to flag documents.** 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. Fill out a *Request for Copies* form and submit it with the records.
- We offer the following payment options: cash, cheque, Visa/Mastercard.

Microprints

- Clients can make their own copies from microfilm using the microfilm reader/printers in the Research Room. Please be aware that you are responsible for any infringement of copyright when copies are made from microfilm.
- Clients must complete and submit a *Request for Copies* form for all microprint requests.
- Clients may purchase a copy card at the reception area. Cards are available in the following denominations: \$2.50, \$5.00, \$10.00 and \$15.00 (plus applicable 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.**
- We offer the following payment options: cash, cheque, Visa/Mastercard.

Microscans

- Clients can make their own copies from microfilm using the microfilm scanner in the Research Room. Please be aware that you are responsible for any infringement of copyright when scanning copies from microfilm.
- Clients must complete and submit a *Request for Copies* form for all microprint requests.
- Demand for the microscanner is such that **clients must pre-book 1 hour slots**. A sign-up sheet is available at the reception desk.
- Clients are not permitted to bring their own CD's due to the possible threat of virus transfer. CD's are recordables and not rewritables, and can only be used once.
- Cash is the only accepted means of payment for purchase of CD's.

Copy Format	Charge
Photocopies	\$.20 per page**
Microprints	\$.50 per page**
Microscans	\$1.00 per CD
**Prices do not include P.S.T. or G.S.T.	
Postage and handling fees vary according to mailing address.	