



RESEARCH AND PHOTOGRAPHIC CHARGES / QUOTE SHEET

National Railway Museum

The National Railway Museum Incorporated is a non-profit community based organisation. Fees are charged to assist us continue our work and to cover our costs.

Research Charges:

Access and Research Charges

	Access Fee Research:	First hour	Additional ½ hour
Member	\$ 0.00	\$10.00	\$7.50
Non-member	\$15.00	\$15.00	\$10.00

Members who do their own research at the Archive will pay no access or research fee. Non-members who undertake research at the Archive will pay the \$15.00 access fee, but no research fee. Where researchers cannot attend the Archive, and Museum staff or volunteers undertake the research, both members and non-members will pay the hourly research fee, but not the access fee.

Note: No archival materials will be permitted to leave the premises.

Documentation Copying Services and Charges:

Photographic Reproduction Charges

A base image recovery charge of \$10.00 is applied to all photographic requests. All photographic material held by the Museum is reproduced using digital technology and provided to the requestor on CD or via email where file size permits. While the Museum will make every effort to ensure the best possible reproduction is obtained, the quality of photographic reproduction is dependent on the quality of the original image.

Documentation Copying Services

Photocopying Charges

Type	Size	Charge
(All on 80gsm copier paper)		
Black & White	A4 single side	0.40
Black & White	A4 double sided	0.50
Black & White	A3 single sided	0.50
Black & White	A3 double sided	0.60
Colour	A4	\$1.50

Photographic and Documentation Imagery

Digital Scans on CD Rom

300dpi all print sizes \$15.00 each scan

CD Rom \$4.50 per disk

Postage Charges

Please note, you can be emailed material where the size of the data permits

Postage and Handling Inside Australia (*postage to other countries can be quoted for upon request*)

Quantity	Charge
DL envelope with up to 5 A4 pages folded	\$1.00
A5 envelope with disk/CD Rom/up to 8 A4 pages folded or 5 standard photographic prints	\$1.50
A4 envelope with up to 20 sheets A4 flat or up to 5 A3 folded	\$2.50
A3 copies flat or more than 20 A4 copies packed in jiffy bag	\$10.00

**QUOTE SHEET:
Research Charges:**

Access fee

Research fee

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Photography request charges:

Base fee \$10.00

Photographic images

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CD

Postage

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Conditions of Use

1. No use is to be made of National Railway Museum research information or photographic imagery other than that stated on the request form. No further reproduction or storage of imagery is to be carried out other than for the stated purpose and research information must not be handed to a second party for use.
2. The granting of permission to use National Railway Museum photographic images or research information does not imply the transfer of copyright or exclusive rights to the material.
3. The applicant must complete and sign the request form and include payment for photographs and/or administration fees and the first hour of research charge. Any additional charges incurred for photocopying and additional hours of research will be forwarded to the applicant prior to the request proceeding.
4. Photographic imagery must be credited to *National Railway Museum*, and must be printed in close proximity to the printed image(s) and the source information must be legible.
5. Research information must be credited to *National Railway Museum* in the bibliography of the publication or credits of the production.
6. Immediately after publication, the applicant agrees to supply the National Railway Museum with a copy of the publication or production at no cost to the Museum.

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