



**TOWN OF GANANOQUE
CIVIC COLLECTION**

**1000 ISLANDS HISTORY
MUSEUM COLLECTION**

Archival Research Request

Date: _____

Name of Researcher: _____

Organization: _____

Address: _____

Tel: _____ Email: _____

Purpose of Research:

Date(s) Requested to Conduct Research: _____

Resources Requested to Access:

Access Granted: Yes No

Signature of Researcher

Signature of Museum Representative

Research and Reproduction Policy

Fees:

Photocopy/Scanning – \$0.25 per page

Reproductions of Photographs – Cost based on size and number of photos (The Museum does not have a photographic department so duplicate photos are made by a firm of the Museum’s choice.)

Digital Image Print – \$5.00 per image

Research Labour – \$25.00 per hour

Fees for commercial use negotiated on a case by case basis.

Reproduction costs are subject to change without notice and do not include permission for use.

The applicant shall comply with the Copyright Act with respect to the reproduction and use of the images, records and documents from the civic or museum collection. It is the sole responsibility of the applicant to determine the copyright holder and to obtain permission to copy and/or publish.

If the research is used in any form for an exhibition or publication, the 1000 Islands History Museum should be acknowledged as follows, based on the collection accessed:

“Courtesy of the Town of Gananoque Civic Collection and the 1000 Islands History Museum”

“Courtesy of the 1000 Islands History Museum’s Collection”

I, _____, agree to pay the above fees if applicable, and during the research period at the Museum to abide by the instructions of the 1000 Islands History Museum.

Signature of Researcher

Date