| **Archives of Ontario** |  |
| --- | --- |
| Customer Service Guide 105  Reproduction Services and Fees  Last Updated: April 2021 | |

This guide provides information about reproduction services, turnaround times, delivery and the cost associated with reproduction service offered by the Archives of Ontario.

**Turnaround Times**: The standard time to complete a reproduction request is 14 business days. Please note that some orders, including those placed by email, phone or fax may be subject to an additional 14 business day turnaround time to accommodate order entry, retrievals and any processing prior to the actual reproduction.

### Digital Reproduction Options

Most original materials from the Archives of Ontario collections can be reproduced as a digital file.

Photographic originals or previously digitized images from the Archives of Ontario Visual Database cannot be reproduced as photocopy quality PDF files.

See the table below for information on the digital reproduction options.

| **Option** | **Specifications** | **Regular Service** | **Rush Service** | **Delivery Option** |
| --- | --- | --- | --- | --- |
| **Photocopy Quality PDF** copies of original records up to 18” x 25” | * PDF file with Optical Character Recognition *(when applicable)* * *PDF files will be digitized in full colour when applicable* | $1.11 per page  14 business days | $2.20 per page  ($11 minimum)  4 business days | * Email via Hightail.com * FTP |
| **Photocopy Quality PDF** copies of original records larger than18” x 25” up to 56” on the shortest side | * PDF file with Optical Character Recognition (when applicable) * *PDF files will be digitized in full colour when applicable* | $4.39/square foot ($11.00 minimum charge)  14 business days | No rush option | * Email via Hightail.com * FTP |
| **High-resolution** **digital** copies of original records up to 56” on the shortest side | TIFF format RGB 300 DPI / Greyscale 600 DPI | $43.94/image  14 business days | $65.91/image  4 business days | * Email via Hightail.com * FTP |
| **Sound & Moving Images**  video and audio recordings.\* | * **Sound:** MP3 128kbps * **Moving Image:** MP4 up to 1080p | $65.91 per title/file  14 business days | No rush option | * Email via Hightail.com * FTP |

*\* 8mm, 16mm and 32mm film can be reproduced in high-definition format; all other video formats including Beta, U-Matic and VHS can only be reproduced to standard-definition format*

### Printed Reproduction Options

Most original materials from the Archives of Ontario collections can be reproduced as a print. See the table below for information on the printed reproduction options.

| **Option** | **Specifications** | **Regular Service** | **Rush Service** | **Delivery Option** |
| --- | --- | --- | --- | --- |
| **Photocopy** of originals up to 11” x 17” | Photocopy quality prints.  *Note- black & white copies only. No colour.* | $1.11 per page  14 business days | $2.20 per page  ($11 minimum)  4 business days | In Person Pick-Up  By Mail\*  By Courier\* |
| **Photocopy quality copies of original** **records larger than 11” x 17” up to 36”** on the shortest side | 36” wide up to 100’ in length  *Note- black & white copies only. No colour.* | $4.39/square foot ($11.00 minimum charge)  14 business days | No rush option | In Person Pick-Up  By Mail\*  By Courier\* |
| **High-resolution prints** of original records. Printed on premium quality paper up to 13” x 19” in size | Full-colour high-resolution prints of original records printed on premium quality paper with archival inks  Reproduced in colour or black & white to replicate original record. | $54.93/print  14 business days | No rush option | In Person Pick-Up  By Mail\*  By Courier\* |
| **High-resolution prints** of original records larger than 13” x 19”. Printed on premium quality paper up to 24” in width up to 100’ in length | Full-colour high-resolution prints of original records printed on premium quality paper with archival inks.  Reproduced in colour or black & white to replicate original record. | $109.85/print  14 business days | No rush option | In Person Pick-Up  By Mail\*  By Courier\* |
| **Certified copies** | Used for legal purposes in lieu of the original record- certified by the designate of the Archivist of Ontario.  Reproduced in colour or black & white to replicate original record. | $33.00 plus the cost of reproduction  14 business days | No rush option | In Person Pick-Up  By Mail\*  By Courier\* |
| **Self service printing** *(note- only offered in the Archives of Ontario reading room digital self-service microfilm equipment)* | Photocopy quality prints up to 11” x 17” | $0.56 per page Copies of microform records can also be saved as PDFs onto personally provided USB media free of charge. |  | From microfilm only. In Person Pick-Up at the Reception desk |

**\***These delivery options are subject to delivery fees**.** See **Reproduction Delivery Costs** below.

### Ordering Information

* Orders can be placed:
  + In person at AO reading room
  + By email: [reference@ontario.ca](mailto:reference@ontario.ca)
  + By phone at 416-327-1600 Toll free (Ontario): 1-800-668-9933
* Customers will be required to pay a deposit of $100 in advance on any order estimated to be over $500.
* Reproduction timelines begin once a reproduction request is received and entered into the Archives of Ontario reproduction ordering system.

#### Reproduction Delivery Costs

* By Mail – the postage and handling charge in the table below will be applied to all mail out orders:

| **Cost of reproduction services** | **Postage and Handling Fee** |
| --- | --- |
| Up to $50.00 | $10.99 |
| $50.00-$100.00 | $13.18 |
| $100.00 and above | $18.68 |

* By Courier: requests for courier service will be at the expense of the customer.

#### Payment

Archives of Ontario accepts the following forms of payment:

* Visa, MasterCard, debit card *(in person only). Note- the Province of Ontario does not accept payment by American Express credit card.*
* Personal cheque (Canadian Dollars) made out to “Minister of Finance”
* Money order (Canadian Dollars) made out to “Minister of Finance”
* Cash (Canadian Dollars) *(in person only)*

13% Harmonized Sales Tax (HST) will be applied to each reproduction and certification order.

#### Invoices

* An invoice will be sent by email upon completion of the reproduction. If you do not have an email, you will be contacted by phone to notify you of the cost and completion of your order.
* Orders will be delivered to the customer upon receipt of payment in full.
* Reproduction orders will only be kept for three months from date notice is sent to let you know that order is ready for pickup / delivery.

### Copyright

Copies are provided for research or private study purposes only. If you are planning to use any copy for purposes other than for research or private study, [click here to view Customer Service Guide 108 Copyright and Your Research](http://www.archives.gov.on.ca/en/access/documents/customer_service_guide_108_copyright.pdf). To request permission to publish, exhibit or broadcast, [click here to access the request form online](http://www.archives.gov.on.ca/en/about/request_form.aspx), or you can access it in-person in the Reading Room.

**Contact Us**

**Telephone: 416-327-1600 Toll free (Ontario): 1-800-668-9933**

**Email:** [Click here to email the Archives of Ontario](mailto:reference@ontario.ca).  The e-mail address is [reference@ontario.ca](mailto:reference@ontario.ca)

**Address: Archives of Ontario, 134 Ian Macdonald Blvd., Toronto, ON M7A 2C5**

**Website**

Visit our website for information about our collections and our services, our online exhibits and education programs, and links to our social media accounts. [Click here to visit our website](http://www.ontario.ca/archives).  The website is [www.ontario.ca/archives](http://www.ontario.ca/archives).

**Customer Service and Research Guides**

Our guides contain information about our services, freelance researchers available to do research for you, and some of most popular records.  [Click here to view our guides](http://www.archives.gov.on.ca/en/access/research_guides.aspx).  To find the “Research Guides and Tools” on our website, click on “Access our Collections”.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

© Queen's Printer for Ontario, 2021