



## **RESEARCH REQUEST CHARGES POLICY**

The following fees will be charged when research is to be conducted by Museum staff.

### **Corporate/Industrial/Land Claims/Consulting Research:**

- Gather materials/photocopy/make notes - \$30.00/hour plus photocopy costs with a minimum charge of one hour.

### **Individual Research:**

- Gather materials/photocopy/make notes - \$10.00/hour plus photocopy costs with a minimum charge of one hour.

Research will be any search beyond stating to the researcher the holdings of the Kitimat Museum & Archives – clipping files, archival collections, ephemera, and publications.

Example of Research: A staff member does a search within the clipping files – that the researcher is unable or unwilling to spend the time to do this basic work.

### Examples When No Charge Applies:

- The Museum will conduct research for itself in order for it to answer basic questions about Kitimat History.
- A staff member assists a researcher with the research request by stating the holdings that could be of interest to the researcher. Limit of 1 hour per request.