

Terms and Conditions

Images are to be requested on the Museum's photographic order form. Applicants must receive authorisation, using the reproduction application on the order form, before orders will be processed. Payment is required at the time the order is placed. Products, prices and conditions are subject to change without notice. All prices are in NZ dollars and include 15%GST. Objects in copyright may attract a copyright fee, payable to the copyright holder.

International payments can be accepted from the following countries through Travelex : Australia, U.S.A., Great Britain. Please enquire for further details.

The Museum reserves the right to charge reproduction fees for the use of its images. Images supplied may not be reproduced, stored in a retrieval system, displayed or transmitted without prior written permission from the Museum. Acknowledgement to the Nelson Provincial Museum and a detailed citation must accompany each reproduction; full credit details will be supplied with the order. Some collection items may not be copied for statutory, cultural, preservation or technical reasons.

Photocopying original material in the Museum's Research Library and Archive is restricted; we will not copy items if doing so is likely to cause damage.

Search Fees

When it is necessary for Museum staff to find items for customers a search fee of \$60 per hour may apply; charged at 15 minute intervals with the first 15 minutes free. This rate, for staff time, also applies when items must be accompanied off the Museum premises for any special photography, filming or scanning, or when staff are required to photograph items held off-site.

Delivery Times

Standard orders are processed within 15 working days.
Urgent orders (required within 5 days) are subject to availability and a surcharge of 100% will be applied.

Require More Information ?

If you require further information please contact the Research Facility by telephone (03 5478544), email (photographs@museumnp.org.nz), or visit the Museum's website: www.nelsonmuseum.co.nz.

For more information on Reproduction and Copyright refer to the Museum's fact sheets:

- Reproducing Material from the Nelson Provincial Museum Collections
- Copying Material from the Nelson Provincial Museum Collections

For information on printing processes, recommended uses, predicted display life and care guidelines, go to the **Alexander Turnbull Library website** :

Options and recommended uses : http://find.natlib.govt.nz/primo_library/libweb/static_htmls/-timeframes/pdfs/ATL_Timeframes_options_page.pdf

Preserving Precious Items :

<http://www.natlib.govt.nz/services/get-advice/preservation>

PRICE LIST

REPRODUCTIONS FROM THE NELSON PROVINCIAL MUSEUM COLLECTIONS

**The Nelson Provincial Museum welcomes the reproduction
of items from its collections.**

**We are able to supply digital reproductions for research, publication or
display, but in order to protect the integrity of our collections, and to ensure
their appropriate usage, we ask that certain conditions be observed.**

**Permission must be obtained from the Museum prior to the reproduction
of any images of its collections, exhibitions or interior spaces.**

**Applications should be made on the *Museum's Photographic Order /
Application to Reproduce Images* form and must describe the
intended purpose.**

Reproduction fees may also apply.



The Nelson Provincial
MUSEUM
Tasman Bays Heritage Trust

REPRODUCTIONS FROM THE NELSON PROVINCIAL MUSEUM COLLECTIONS

Digital Images

Delivery Method		Resolution / Format
Digital image on CD	\$20.00 per image + \$5.00 setup cost (Including CD)	300 dpi / TIFF
Digital transfer via email	\$20.00	300 dpi / JPEG

Photocopies and Microfilm/Online Resource Printouts

Size	Black & White	Colour	Microfilm / Online Resource
A4	50 cents	\$1.00	50 cents
A3	80 cents	\$1.70	80 cents

Postage

Orders may be collected their order from the Museum's Research Facility in Stoke or the Museum in Nelson.

The Museum will inform customers when their order is ready.

Alternatively, orders can be posted or sent by courier. There is an additional charge for this service:

Postage (including p&h) within New Zealand : \$5.00
Courier within New Zealand : ask for a quote
Courier or postage internationally : ask for a quote

PRICES EFFECTIVE FROM MARCH 2015 AND ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.