



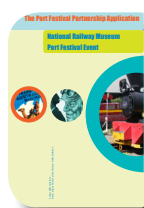
Making an appointment

The National Railway Museum Archive is open to visitors by appointment. All visitors who wish to access the Archive can make an appointment by contacting the Curator between 10am to 4pm Monday to Thursday.

Museum staff and volunteers may be unavailable or offsite. To avoid disappointment please make an appointment by contacting the co-ordinator of the relevant area:

Operations Richard Crookall (Operations Manager)
Email operationsmanager@natrailmuseum.org.au

Archive/ Curatorial/ Exhibitions Moana Colmer (Curator)
Email curator@natrailmuseum.org.au



Making an enquiry

To make an enquiry please submit a query, preferably in writing, to one of the following contacts:

- *Administration/general enquiries* Sid Boucher (Administration) Email info@natrailmuseum.org.au
- *Archive (general enquiries)* Ron Fluck (Lead Archivist) Email archives@natrailmuseum.org.au
- *Archive/ Curatorial/ Exhibitions* Moana Colmer (Curator) Email curator@natrailmuseum.org.au
- *Function hire enquiries* Geoff Richardson (Functions Co-ordinator) Email georich99@bigpond.com
- *Operations enquiries* Richard Crookall (Operations Manager) Email operationsmanager@natrailmuseum.org.au
- *Retail enquiries* Chris Gordon (Book Shop Manager) Email bookings@natrailmuseum.org.au
- *Volunteer enquiries* Sid Boucher (Administration) Email info@natrailmuseum.org.au
- *Catchpoint submissions and enquiries* Andrew Peters Email catchpoint@natrailmuseum.org.au

For all contacts: **T** 08 8341 1690 **F** 08 8341 1626
P PO Box 3153 Port Adelaide SA 5015



Archive Research and Photographic Services Charges

The Archive is open to visitors by appointment. Please contact the Curator between 10am to 4pm Monday to Thursday for available times.

Access and Research Charges

The Archive provides a research service. The charges for this service are listed below.

	Access Fee	Research:First hour	Addit 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 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
On plain 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

On Colour Copy Paper

Black & White	A4	\$2.50
Colour	A4	\$5.50
Colour	A3	\$7.00

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

Postage and Handling Inside Australia

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

Outside Australia

Quoted for specific request

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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The National Railway Museum is a self-funded, not-for-profit organisation. We appreciate the support of our volunteers, members and visitors, and gratefully accept donations and bequests.

How the Museum can help you



Appointments
Enquiries
Archive Research Services

