

Research and Photographic Charges.

The National Railway Museum is a non-profit organisation and as such operates to recover all costs incurred. Charges are applied for all research and imagery requests at the following rates.

Research Charges

The collection archive facility provides a research service. The charges for this service are listed below. The facility can also be accessed by appointment for members of the public wishing to carry out their own research. .

Note: No archival material will be permitted to leave the premises. A private researcher may request photocopies for the prices listed below and scanning of imagery onsite can also be carried out for the charges listed below.

Requestor	Administration Fee	First Hour	Each Additional ½ hour
Member	0.00	\$10.00	\$7.50
General Public	\$15.00	\$25.00	\$12.50
Commercial	\$110.00		\$75.00

Note. Commercial refers to information that will be used in a publication or advertisement.

Documentation Copying Services

Photocopying Charges

Type	Size	Charge
<i>On plain paper</i>		
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
<i>On Colour Copy Paper</i>		
Black & White	A4	\$2.50

Colour	A4	\$5.50
Colour	A3	\$7.00

Photographic Reproduction Charges

A base image recovery charge of \$10.00 is applied to all photographic requests. All photographic material held by the National Railway Museum is reproduced using digital technology. The images are digitally printed on photographic paper or can be scanned and transferred onto CD Rom.

The quality of photographic reproduction is dependent on the quality of the original image. The Museum will make every effort to ensure that the best possible reproduction is obtained.

Low-resolution preview digital images can be posted to the requester for confirmation of the image required.

Copyright Warning

Material obtained from the National Railway Museum Collection may not be reproduced, stored in a retrieval system or transmitted in any form or by any other means, electronic, mechanical, photocopying, recording or otherwise without prior written permission from the manager, national Railway Museum. The National Railway Museum should be credited as the source of any material purchased from the Museum that is used in any publication.

Copyright fees may apply for images where the copyright is not held by the Museum. The Museum will advise requesters if they need to seek permission to reproduce images.

Further information regarding copyright can be found in the Copyright Act and the publication "Coping With Copyright" a copy of which is held by the Collection Manager Library.

Photographic Imagery

Digital Print on Photographic Paper

Size	Black & White or Colour
16 x 10 cm (6 x 4 inches)	\$6.00
18 x 13 cm (7 x 5 inches)	\$8.50
16 x 20 cm (6 x 8 inches)	\$11.50
20 x 22 cm (8 x 10 inches)	\$13.00
20 x 30 cm (8 x 12 inches)	\$14.00
22 x 32 cm (10 x 15 inches)	\$20.00

Digital Scans on CD Rom

300dpi all print sizes \$15.00 each scan

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

Requests for research services or photographic searches are to be submitted to the Committee.

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 secondary 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 fee 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.
7. The photographic imagery must not be cropped or altered in any way without approval from the National Railway Museum.

Copyright.

1. Where the name of the photographer or owner of a photograph is known and copyright has not been assigned to the NRM, it is the responsibility of the person requesting the use of the photograph to obtain permission in writing from the copyright holder for such use prior to any copy of the image being released.
2. All photographs from the NRM collection used for publication must be credited to the NRM along with the name of the photographer or copyright holder.