



## Provincial Archives of Saskatchewan Fee Schedule

**Effective April 1, 2024**

**\*Prices do not include GST or PST\***

**Fees charged to researchers for the reproduction of archival materials assist in the long-term preservation of historical records in the Permanent Collection of the Provincial Archives of Saskatchewan.**

### Shipping and Handling:

In Canada Shipping/Handling	\$8.45 / delivery
Out of Canada Shipping/Handling	\$14.70 / delivery
Courier Handling	\$8.50 / order + courier cost
Outsourced Reproduction Handling	\$10.50 / item*

The fees indicated above are minimum charges; additional fees may be levied based on actual shipping costs for large orders.  
\*PAS may require a digital copy of some outsourced reproductions to be deposited with PAS at the researcher's expense.

### Textual Record Reproduction:

Black and White Paper Photocopies (max 11"x17")	\$0.65 / page
Colour Photocopies (max 11"x17")	\$1.70 / page
Colour Digital Reproductions to PDF	\$0.65 / page
Homestead File Reproduction (paper or digital)	\$12.60 / file
Custom Digital Reproduction	See Photograph Fees

### Digital Newspaper Reproductions:

Digital Copy of Single Issue (PDF)	\$2.10 / issue
Digital Newspaper Issues for 1 Calendar Year (PDF)	\$63.00 / year

### Photograph Reproductions:

Standard fee (300 dpi, maximum original image size of 11"x17")	\$15.75 / image
Custom Reproduction fee (more than 300 dpi, or larger than 11"x17")	\$36.75 / image

Very large items such as panoramic photographs may incur additional charges. Please ask staff for an estimate.

**Microfilm Reproductions:**

Microcopy to Paper – Self-Serve	\$0.65 / page
Microcopy to Paper or Digital – By Archives Staff	\$1.05 / page
Microfilm Reel to Digital (PDF)	\$63.00 / reel

**Audio Recording and Moving Image Reproductions:**

Audio Recording Reproduction	\$26.25 / item
Moving Image Reproduction (excludes film reels)	\$63.00 / item

**Media Storage Devices**

DVD, CD	\$5.25 each
USB Flash Drive (capacity varies)	\$10.50 each
Portable Hard Drives	Actual cost

**Interlibrary Loans**

Interlibrary Loan – In Province	\$16.80 / 3 reel loan max.
Interlibrary Loan – Out of Province	\$23.10 / 3 reel loan max.
Interlibrary Loan – continental United States	Actual cost of shipping plus \$8.85

**Commercial Use Fees**

\$52.50 / Order

**Other Services and Fees**

Digital Media Editing	\$52.50 / hour (minimum 1 hour charge)
Accelerated Copy Service Charge (rush orders)	100% copy fee surcharge
Special Request or Very Large Order Service Charge	Subject to Manager Approval
Textual and Photographic Reproductions / Other Requests	Copy charge + \$25.25 / hour (minimum 1 hour charge)
Audio/Video / Microfilm Reproductions / Other Requests	Copy charge + \$52.50 / hour (minimum 1 hour charge)
Document Certification	\$52.50 (1 – 25 pages) \$1.05 / additional pages