

Australian Mutuals History - Service fees (effective 4 March 2022)

Fees for current paid-up supporters

Archivist Professional Fees	
Assistance / guidance to research the catalogue and /or records	<p>The first four hours of research time without charge</p> <ul style="list-style-type: none"> • Thereafter, a half hourly rate of \$55 (includes GST) will apply • Retrieval of boxes charges apply – see below • Copying services charges apply – see below <p>A fixed quote will be provided where possible.</p>
Copying Services	
Photocopying, scanning records, copying scans/images.	<i>Photocopy hardcopy records</i> - The first 20 pages free, then 55 cents a page (includes GST)
	<i>Copy digital images or digital records</i> - First 20 digital copies free, then 55 cents a digital copy (includes GST)
	<i>Scanning a paper record or photograph</i> (creating a digital image) – First 20 scans/items free, then 55 cents an item or page image (includes GST)

Fees for other users

Archivist Professional Fees	
Assistance / guidance to research the catalogue, records	<p>The first one hour of research time without charge</p> <ul style="list-style-type: none"> • Thereafter, a half hourly rate of \$55 (includes GST) will apply • Retrieval of boxes charges apply – see below • Copying services charges apply – see below <p>A fixed quote will be provided where possible.</p>
Copying Services	
Photocopying, scanning records, copying scans/images	<i>Photocopy hardcopy records</i> - The first 5 pages free , then 55 cents a page (includes GST)
	<i>Copy digital images or digital records</i> - First 5 digital copies free, then 55 cents a digital copy (includes GST)
	<i>Scanning a paper record or photograph</i> (creating a digital image) – First 5 scans/items free, then 55 cents an item or page image (includes GST)

Records Retrieval - for all users

Retrieve a record (from off-site storage)	Retrieval costs of \$19.80 (includes GST) per box
-------------------------------------------	---------------------------------------------------

Notes

AMH reserves the right to not copy a record if it will cause damage to bindings or to the record.

For scanning or photocopying purposes, a page will be taken to be an individual document page or page in a volume (a two page letter will be two copies), a photograph is one item. If the back of a photograph has to be scanned that is two pages.

The quality of images and scans may be limited by the quality of the original item or digital copy we hold.