

Schedule of Charges for Accessing and Copying of Archival Material (includes City Archives and Civic Collection)

PLANS

**Access to Building / Development Plans (where access is required for
commercial purposes)**

Search and Retrieve Fee - BAP/DA/P Plans	\$26.00 per request
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Copies of Plans - Paper Copies

Size	Black and White	Colour
Oversize > A1 plan	\$26.00 per sheet	\$37.00 per sheet
A1 plan	\$21.00 per sheet	\$29.50 per sheet
A2 plan	\$15.80 per sheet	\$23.00 per sheet
A3 plan	\$9.40 per sheet	\$16.00 per sheet
A4 (plans, specis, calcs, etc)	\$1.20 per sheet	\$2.00 per sheet

Copies of Plans - Digital Copies (scanned at 300dpi)

Image scanned and emailed as PDF or put onto CD or Memory Stick (customer to supply)	First 5 plans free and \$19.00 per plan thereafter
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DOCUMENTS

**Paper or Digital Copies of Documents (other than maps or plans)
First 5 pages free then the following charges apply**

Page Size	Black and White	Colour
A4 photocopy	\$1.20 per page	\$2.00 per page
A4 printed digital	\$1.00 per page	\$1.00 per page
A3 photocopy	\$2.20 per page	\$3.00 per page
A3 printed digital	\$2.00 per page	\$2.00 per page

MAPS

Copies of Archival Maps (paper and digital copies)

Size	Black and White	Colour
Oversize > A1 map	\$28.60 per sheet	\$75.80 per sheet
A1 map (841mm x 594mm)	\$22.00 per sheet	\$63.00 per sheet
A2 map (594mm x 420mm)	\$14.40 per sheet	\$31.50 per sheet
A3 map (420mm x 297mm)	\$8.80 per sheet	\$15.75 per sheet
A4 map	\$1.20 per sheet	\$7.85 per sheet
Digital image for email or CD or Memory Stick (customer to supply)		\$19.00 per sheet

PHOTOGRAPHS

Copies of Historic Photographs

Digital Image emailed as JPEG, Tiff, PDF or onto CD or Memory Stick (customer to supply)	Digital image available in database	\$2.20 per image
	Digital image not available in database	\$19.00 per image
Digital image printed onto plain A4 paper		\$3.00 per image

Please Note

- All charges include GST.
- These fees are fixed by Council, there is no provision for concessions or discounts to be made available.
- In the interests of preservation original plans, maps and photographs will NOT generally be photocopied for researchers.
- Archival material is subject to the provisions of Copyright and Intellectual Property Rights legislation. Where copyright ownership is not vested in the Corporation of the City of Adelaide it will be necessary for researchers to obtain the written permission of the copyright owner.
- In addition to the copying charge, **a Reproduction Fee may also apply where material is to be used for commercial purposes.** The Archivist will be able to advise you about this.
- Archival items will only be copied at the discretion of the Archivist. Copying will not be undertaken where it would be detrimental to the preservation of material.