

Research Fees and Charges

The Subiaco Museum has devised a series of fees and charges which allow us to provide the best possible customer service to our patrons and continue to manage and develop the collection. Research and reproduction fees reflect the significant time required to provide these services. In the future, visitors will be able to access the collection online, but while we develop this service the museum charges for the following services.

General Research Fees

The Subiaco Museum charges an initial fee for undertaking research. The \$50.00 fee is payable by EFT and will need to be paid, along with the submission of a research request form. This fee allows for the initial first hours of research within the Subiaco Museum collection. Research requests completed in under 30 minutes, will have the fee waived and will be refunded. Given the length and difficulty of some enquiries, requests may be subject to additional fees. In this case, the patron will be informed before the museum proceeds with any further research.

All requests will be answered by email and will provide details of any relevant findings from the collection. Low resolution images of objects and photographs, and copies of digital records already available, such as Oral History transcripts, may also be included as part of this service. For larger resolution reproductions and objects retrievals, please see the table of fees (Page 2).

Please note the following conditions:

- All initial fees paid up-front – staff may inform visitors at the time of request the estimates length of time and/or waive the initial \$50 fee if the estimate is under 30 minutes.
- Materials will be supplied in a digital format, via email or transfer, unless otherwise stated or organised with the Coordinator Museum Services
- Images will be charged at an additional cost upon request.
- Images will all be supplied in JPEG format, at a resolution of 300 DPI unless otherwise organised. Other sizes and formats may be accommodated.
- All images and information should be referenced with;
Image provided courtesy of the Subiaco Museum
- Retrieval charges reflect the fragile nature of many of our objects. The fee covers the cost of staff attending offsite storage, object retrieval, object unboxing, client viewing, and re-boxing and return.
- Please allow for a minimum of 10 days turnaround for object retrieval requests.
- City Planning and Heritage Projects may have planning and housing records that are not searched under this research request. The Museum staff search our collection only.
- The Museum can recommend further searches through Trove, SLWA and the Subiaco Library Local History collection.

Table of Fees and Charges

<i>Service</i>	<i>Description</i>	<i>Cost</i>
Museum Research	Initial Fee	\$50.00
	Under 30 minutes	Free
	Per Hour thereafter	\$30.00
	Student (up to one hour after which the above fees apply)	Free
Document Copying and Retrieval	A4 size or smaller	\$1.00
	Retrieval, viewing, rehousing **(undigitized documents)	\$15.00
Digital reproductions – Personal Use	600 DPI	\$15.00 <i>For more than 10 images the total fee will be reduced by 20%.</i>
	Oversize and custom requests	Contact the museum
Digital reproductions – Corporate, Exhibitions, and Publishing	600 DPI	\$60.00 <i>For more than 10 images the total fee will be reduced by 20%.</i>
	Oversize and custom requests	Contact the museum
Object Retrieval, Viewing and Photography	Retrieval, viewing, rehousing	\$15.00
	Object Photography **(if object has not been photographed)	\$30.00