

Use of own camera

Permission must be granted by the Archivist to use own camera. The use of flash is not permitted. Permission is given for copying using own camera on the understanding that images are for private research and are not to be reproduced or published without permission. This method of copying will be charged at the same price per page as photocopying.

Reproduction fee for images used in commercial publications, exhibitions, or broadcasts

\$30.00 per image in addition to copying charges, plus copy of the publication.

Method of payment

Cheque made out to the Methodist Church of New Zealand, or cash (not by post please). Unfortunately credit card or eftpos facilities are not available. Internet banking is available for written enquiries.

These fees are current from January 2013 and all prices are inclusive of GST of 15%



Methodist Church of New Zealand Archives

Te Hahi Weteriana o Aotearoa



Research fees and charges

Fact Sheet: Methodist Church of NZ research fees and charges

Contact: Archivist, Methodist Church of New Zealand Archives
PO Box 931, Christchurch 8140, New Zealand

Storage facility: Unit 7, 515 Wairakei Road, Christchurch (Wednesdays only
1-4 pm, bookings required as seats are limited)

Telephone: (03) 366 6049 ext 831

Email: archives@methodist.org.nz

Web: www.methodist.org.nz

Open: Wednesdays, 1-4 pm at our storage facility

Before visiting the Archives, please contact the Archivist first to discuss your research requirements. The Archives is closed on public holidays, over Christmas—New Year and Easter Tuesday.

Research fees and copying charges

There is no charge for access to the Archives Reading Rooms and the Archives Collections.

A fee may be charged for opening the Archives outside of ordinary opening hours on Wednesdays 1-4 pm.

Photocopying charge: 20 cents per page

Copying charge when using own camera: 20 cents per image (see over for conditions)

Microfilm printout: not available

Special photocopying rate is available for students or Wesley Historical Society members on presentation of identification.

Written/email enquiries

Please note that payment of the research fee for written or email enquiries must be received before research will be undertaken on behalf of researchers. This service is carried out by specialist Archives staff. We cannot guarantee that we will find information, and this research fee is non-refundable.

Baptism record transcript Verified transcript of baptism entry for one name, from baptism register where the date is known. If unknown, the general research fee applies	Research fee \$10.00
People Information files Copy of information held in files, which may include death date, places and dates of stationing within the Methodist Church and obituary	Research fee \$10.00
General Advanced historical research on a person, historical event or place, using original records held by the Methodist Church of New Zealand Archives	Research fee \$25.00 per half hour

Photographic copying charges and image reproduction fees

Payment is required when orders are made. Any additional charges, such as postage and packaging, will be advised by Archives staff at this time, and will depend on size and postal destination. Please allow 2-3 weeks for delivery.

Scanned images emailed: \$5.00 per image up to A4 size

High quality scanned images saved on cd (made by independent commercial firm as per their charges): \$20.00 service fee per order

Charges for photographs larger than A4 will depend on the size of the original.

