

Fact sheet: *research fees and charges*

Methodist Church of New Zealand Archives National Archive of the Methodist Church of New Zealand

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

Telephone: (03) 366 6049

Email: archives@methodist.org.nz

Web: <http://www.methodist.org.nz/archives>

Hours: Tuesday and Thursday 1 pm-4 pm or by appointment (from September 2018).
Closed weekends, public holidays, Christmas-New Year and Easter Tuesday

Research fees and copying charges

There is no charge for access to the Archives Reading Room and the Archives Collection.

Photocopying charge: 20 cents per page

Digital research scan: \$5 per scan

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.

The research fee covers the cost of any photocopying and postage within New Zealand. A separate postage charge will apply to overseas requests. Requests for digital scans will be charged in addition to the research fee.

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 is added	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
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Photographic copying charges and image reproduction fees

Payment is required when orders are made. Any additional charges, if scanning is done by commercial firm, will be advised by Archives staff at this time, and will depend on size and postal destination. Please allow 2-3 weeks for delivery.

Research scan emailed: \$5.00 per image up to A4 size, 200 dpi

Publication scan: \$5.00 surcharge per scan, 600 dpi

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.

Use of own camera

Permission must be granted by the Archivist to use own camera or phone on the researcher registration form. The use of flash is not permitted. Permission is given for copying using own camera or phone on the understanding that images are for private research and are not to be reproduced or published without permission.

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 (NZ only), 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 2018 and all prices are inclusive of GST of 15%.