



City of
Peterborough

To: **Members of the Museum & Archives Advisory Committee**

From: **Susan Neale, Museum Director**

Meeting Date: **May 8, 2014**

Subject: **Report MAAC14-009**
Peterborough Museum & Archives: 2015 User Fees

Purpose

A report to recommend approval of the Peterborough Museum & Archives 2015 User Fees.

Recommendation

That the Museum & Archives Advisory Committee approve the recommendation outlined in Report MAAC14-009 dated May 08, 2014, of the Museum Director, as follows:

That the Peterborough Museum & Archives 2015 User Fees be approved.

Budget and Financial Implications

The Peterborough Museum & Archives (PMA) 2015 User Fees will be submitted for approval, as part of the 2015 City Budget process. PMA User Fees generate 50% of its operating revenue.

Background

City departments submit User Fee Information as part of the annual budgetary process, for review and approval by City Council.

The Peterborough Museum & Archives (PMA) strives to balance revenue generation with accessibility, by ensuring that its User Fees are reasonable and reflect existing standards across Ontario.

The PMA User Fees for Archival Services are recommended for revision in 2015, given the impact of two factors: (1) an improved in-house capacity for reproduction services; and (2) the planned re-opening of a renovated Archives facility. Over the past three years, the User Fees for Archival Services have generated an average NET revenue of \$2639 (less than 1.3% of the PMA's annual operating revenue). It is anticipated that a renovated Archives research space, as well as an on-line gift shop, will stimulate interest and demand for archival images.

Table 1: Peterborough Museum & Archives: 2015 Archives User Fees

PMA Archives Services: In House	Fee
Photocopy, Black & White – Letter/Legal/Ledger	\$0.50
Photocopy, Colour – Letter/Legal/Ledger	\$1.00
Printout of Photograph	\$1.00
Digital Image File of Document Page or Photograph	\$5.00
Digital Image File of Document Page or Photograph – Scan Required	\$20.00
Digital Camera Use (per day)	\$20.00
High Resolution Digital Image File of Document Page or Photograph	\$30.00
High Resolution Digital Image File of Document Page or Photograph – Scan Required	\$45.00
PMA Archives Services: Out Sourced	Fee
Archival Quality Print – 5" x 7"	Printing Cost + \$10.00
Archival Quality Print – 8" x 10"	Printing Cost + \$10.00
Archival Quality Print – 11" x 17"	Printing Cost + \$10.00
Archival Quality Print – 16" x 20"	Printing Cost + \$10.00
Archival Reproduction – Over Size	Reproduction Cost + \$20.00
Video/Film/Audio Digital File	\$25.00
Video/Film/Audio Digital File – transfer required	Transfer Cost + \$25.00

A Licensed Archaeologist will be required to pay a User Fee of \$375.00 per banker's box of donated archaeological materials. This fee was determined by the Museum & Archives Advisory Committee at its meeting of April 10, 2014.

Staff recommends the following PMA User Fees remain at 2014 rates: Admission, Room Rentals, School Programs, Day Camps, MUSE Film Series tickets and passes and Travelling Exhibition Rentals.

Summary

The Peterborough Museum & Archives 2015 User Fees are an important component of its annual operating revenue, and are developed with the goal of fair and reasonable access to services.

Submitted by,

Susan Neale, Museum Director

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