

Collection Access Price Guide

Introduction

Ngā Taonga Sound & Vision is an audiovisual archive which undertakes digital preservation and specialist conservation that eventually results in digital copies. Like many archives, because of the large size of our collection and our available resourcing, not all the material in our care has been preserved. Consequently not all material is immediately available for use.

We are also the stewards of the majority of the material in our collections and, as we do not own it, we are required to obtain the permission of any rights holders, depositors and/or kaitiaki for any reuse.

This means that every collection access request is made up of a unique set of conditions, and the timescales and costs will vary according to the nature, purpose and volume of material being requested. Because of this, we undertake to work closely with all our clients on a 'no surprises' basis, setting realistic expectations and providing a clear description of the work and costs involved, based on available information, at the beginning of the request process, and then communicating clearly throughout the project so that clients know what to expect.

Costs

As a not-for-profit charitable trust our collection access pricing is guided by the principles of cost recovery and the purpose of the request. We are committed to supporting long-term democratic access so our tiered pricing structure includes discounted rates for non-commercial use by individuals, iwi, community groups, charities, educational institutions and the GLAM sector.

Each access request is made up of three primary costs:

1. Research Fees

These are the fees we charge for research and administrative time in arranging for copying to take place, rights clearances and other associated work by our specialist access team.

2. Technical Fees

These fees are based on the staff time taken to produce your copy: this is carried out by our technical team of archivists. These fees do not include in-house preservation or retrieval activity, as this work is already funded. Additional external technical fees may be payable if the work is outsourced.

3. Delivery Fees

These are the costs involved in getting the material to you.

Other fees may apply, depending on the work we need to undertake to fulfil the request.

Online and onsite viewing of collection material is free of charge as is the first 30 minutes of research for non-commercial requests.

The bespoke nature of every collection access query means we will need to estimate costs for each client's request once we know more about the nature, purpose and size of the request, in addition to the type of source material we must use to make the required copy (whether film, tape or digital file). This means that the prices below are a guide only.

Prices

Viewing	Cost (excl.GST)
Onsite Viewing	Free of Charge
Viewing on Online Catalogue	

1. Research and Technical Fees	Cost per hour (excl.GST)
Full rate for Commercial/ Advertising/ Merchandising requests	\$120 (1 hour minimum)
Non-commercial discounted rate for Educational, Cultural (GLAM* sector) requests	\$95 (first 30 minutes of research free of charge)
Non-commercial discounted rate for Iwi, Individuals, Community Groups, Charities	\$75 (first 30 minutes of research free of charge)

* Galleries, Libraries, Archives & Museums

2. Delivery Fees	Cost (excl.GST)
Postage – National	\$5
Postage – International	\$15
Courier	POA
FTP Delivery	\$15
Private Links	POA
Transfer Charge to Client Hard Drive	\$50

3. Other Fees	Cost (excl.GST)
Urgent Fees	POA
International Bank Fees	\$50 per transaction
Credit Card or PayPal	\$10 per transaction
Surcharge – Failure to Acknowledge Ngā Taonga	\$250
Cancellation Charge	\$200
International Requests ¹	POA
Ngā Taonga 8GB USB Drives	\$15
Printing (paper)	30c per A4 copy
Temporary Return of Material to Depositor	POA

Conditions of Use

1.0 General Conditions

1.1 Ngā Taonga will work with clients to understand in detail the nature, purpose and timescales of all requests at the outset, and will communicate to them clearly about what can be achieved by when as soon as we have all the relevant information.

1.2 Our collections are not all immediately able to view and re-use, as they have not necessarily been preserved (resulting in creation of a digital file). Our archival mandate requires us to select the highest quality source material for preservation in each case. In particular, unpreserved film material is not available immediately. All access requests are subject to preservation requirements and priorities,

¹ International requests are double domestic charges to ensure a degree of parity for NZ taxpayers. Not chargeable to overseas iwi groups, NZ embassies/consulates etc.



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rights clearance, the volume and condition of the source material, and the volume of access requests already in progress. Every request is different, and we undertake to advise clients about how these will affect their request as soon as we have all the relevant information.

1.3 Onsite viewing and viewing of our collection through our online catalogue is free of charge (ngataonga.org.nz/catalogue). We encourage clients to visit our online catalogue where possible to research their request before contacting us. Research, technical and delivery fees will be applied to all requests for collection research, access, previewing and supplying materials, and lending and copying services. Two condition reports (one each on exit and re-entry) are mandatory for material being temporarily returned to the depositor, and for material being loaned (for example for screening and/or exhibition): fees are charged for these and for other archival services based on staff time.

1.4 Fees will be charged in New Zealand Dollars, plus GST (where applicable).

1.5 All quotes are valid for up to 30 days and are accurate to a margin of +/- 10% (excepting where information not available at the time of quoting materially affects the scope of the work).

1.6 Fees will be payable upon receipt of a Ngā Taonga invoice. Preservation work will commence upon receipt of payment. In certain instances, Ngā Taonga may commence preservation work upon execution of a supply contract and materials will be delivered upon receipt of payment. In all cases, requested materials will not be supplied until the invoice has been paid.

1.7 On completion of the use of any collection material supplied, all material must be deleted, erased or returned to Ngā Taonga – this is to be confirmed in writing by the client.

1.8 Clients must report visitor/viewer numbers of each screening / exhibition within 10 working days of a screening or, if the material is used or shown over a period of time that is longer than a financial quarter (January to March, April to June, July to September and October to December) then visitor/viewer numbers must be supplied within 10 working days of quarter end. If numbers are estimated the basis for the estimation must be supplied.

1.9 Clients are responsible for any damage to, or loss of, loaned collection items while in the care of the client. Ngā Taonga reserves the right to charge a repair or replacement fee and associated service fees.

1.10 Urgent jobs are only undertaken by prior negotiation with Ngā Taonga, and will be charged an additional 50% surcharge on research and technical fees.

1.11 A cancellation fee will be charged as detailed in the current rate card should any request be cancelled after any technical work has begun. The commencement of technical work will be communicated to the client, which may include timeframes set out in the supply contract.

1.12 Clients wishing to have their material delivered via their own hard drive need to ensure the drive is empty, to avoid loss of data, and formatted appropriately – we will supply information as to the correct format.

1.13 International fees are not payable for requests from overseas iwi/Māori groups, New Zealand consulates or embassies, for which domestic fees apply.

1.14 The Ngā Taonga Collection Access Price Guide will be reviewed in September 2020 and annually thereafter.

2.0 Rights and Licencing

2.1 Ngā Taonga does not own the majority of the material it cares for. We uphold the rights of three sets of rights holders: copyright holders (those who hold rights in the content of the material), depositors (those who own the physical carrier), and kaitiaki (those holding cultural ownership rights). This means that for reuse to take place, Ngā Taonga requires the written permission of the copyright holder and/or depositor, along with that of the kaitiaki (where relevant) before material is supplied. Ngā Taonga will contact depositors and kaitiaki on the client's behalf as part of our research work (and fees).

2.2 Obtaining copyright clearance is the client's responsibility. Where available, Ngā Taonga will provide the copyright holder's contact details. If the copyright holder cannot be found, Ngā Taonga may agree to supply the material and ask the client to supply a letter of indemnity.

2.3 Licence fees for usage of TVNZ material are charged by Getty Images, and RNZ rights are administered by Ngā Taonga according to a RNZ rate card. Information on these can be provided on application.

2.4 Restrictions apply for the use of sensitive materials. Ngā Taonga may need to seek permissions from the copyright holders, depositors, and/or kaitiaki in writing prior to viewing and accessing sensitive materials. In some cases these sensitive materials will be unavailable for some requests, and therefore Ngā Taonga will not be able to grant access to them.

2.5 Taonga Māori collection items are made available in accordance with its Kaitiaki Relationship Framework and the Taonga Māori Collection, Kaitiaki, and Access and Sharing policies of Ngā Taonga.

3.0 Acknowledging Ngā Taonga

3.1 Access to the collections of Ngā Taonga for any public presentation or reproduction is conditional on a prominent acknowledgement or credit being given to Ngā Taonga, and associated rights holders, depositors and kaitiaki where required. The type and nature of the acknowledgement or credit is to be agreed between the client and Ngā Taonga, and detailed in the supply contract.

3.2 Clients are obliged to provide proof of acknowledgement within six working days of completion of the project. Completion of a project means installation of an exhibition, online or physical content being made publically available, completion of a television / screen production ahead of broadcast, or as further detailed in the supply contract between the client and Ngā Taonga. Failure to acknowledge Ngā Taonga will result in an additional surcharge as detailed in the Collection Access Price Guide.

3.3 Footage or stills from the Ngā Taonga collection published online are to be watermarked with the Ngā Taonga logo. Additional watermarks may also be required.

3.4 Publicity associated with the screening and exhibition of audiovisual material must contain the agreed acknowledgement of Ngā Taonga and may require our approval prior to publication.

4.0 Access by Depositors and Rights Holders

4.1 **Temporary retrieval of physical material:** Where owners have placed material on deposit with Ngā Taonga, our staff can arrange for the temporary retrieval and despatch of that material to the depositor or nominated third party, subject to charges for two condition reports, one to check the material before it leaves the Archive and again when it is returned. The cost of this work is based on



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the time taken by our staff to undertake the condition reports. Copies of these reports will be supplied to the depositor.

The depositor then accepts all risks associated with the material after it leaves Ngā Taonga. A formal agreement will be issued to this effect by Ngā Taonga which must be signed by the depositor prior to the release of the material.

4.2 Permanent withdrawal of material: This is free of charge, and may be subject to a condition report at the discretion of Ngā Taonga, which we will also provide free of charge. Should the owner wish to redeposit the material, a waiting period of 12 months applies and re-consideration of the material will then be subject Ngā Taonga Selection and Acquisition Policy in place at the time of re-offer.

4.3 Requesting Digital Copies: Where depositors and rights holders require examination of, and/or digital copies of their material, costs will be calculated based on the nature, timescale and volume of the request, which will determine the staff time needed to complete the work. Additional technical service fees may be applied to determine the viability of materials for loan and reproduction work.

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