



Making an appointment or enquiry

The Archive is open to visitors by appointment. All visitors who wish to access the Archive can make an appointment by contacting the Curator or Registrar, preferably via email or letter.

NRM staff and volunteers may be unavailable or offsite. To avoid disappointment please make an appointment by contacting the co-ordinator of the relevant area:

To make an enquiry please submit a query, preferably via email to one of the following contacts:

- *Administration/general enquiries* Sid Boucher (Administration)
Email info@natrailmuseum.org.au
- *Archive/Curatorial/Exhibitions* Moana Colmer (Curator)
Email curator@natrailmuseum.org.au
- *Archive (general enquiries)* Bron Lloyd (Registrar)
Email registrar@natrailmuseum.org.au
- *Function hire enquiries* Chris Gordon (Functions Co-ordinator)
Email bookings@natrailmuseum.org.au
- *Operations enquiries* Richard Crookall (Operations Manager)
Email operationsmanager@natrailmuseum.org.au
- *Retail enquiries* Chris Gordon (Book Shop Manager)
Email bookings@natrailmuseum.org.au
- *Volunteer enquiries* Sid Boucher (Administration)
Email info@natrailmuseum.org.au
- *Catchpoint submissions and enquiries* Andrew Peters
Email nrmcatchpoint@hotmail.com
- *Marketing/advertising/government agencies* Bob Sampson (Executive Officer) Email exec@natrailmuseum.org.au

For all contacts: **T** 08 8341 1690 **F** 08 8341 1626
P PO Box 3153 Port Adelaide SA 5015



Archive Research and Photographic Services Charges

The Archive is open to visitors by appointment. To make an appointment or enquiry please contact the Curator or Registrar, preferably via email or letter.

Research Charges

The collection archive facility provides a research service. The charges for this service are listed below.

Requestor/Administration Fee/First Hour Each/Addit ½ hour

Member	\$ 0.00	\$10.00	\$7.50
Non-member	\$15.00	\$15.00	\$10.00

Members who do their own research will pay no access or research fee. Non-members who do their own research will pay the \$15 access fee, plus any costs for services. If Archive staff and volunteers undertake the research members and visitors pay the hourly fee plus costs, but not the access fee.

Note: No archival materials will be permitted to leave the premises.

Documentation Copying Services

Photographic Reproduction Charges

A base image recovery charge of \$10.00 is applied to all photographic requests. All photographic material held by the National Railway Museum is reproduced using digital technology and provided to the requestor on CD, or via email where file size permits. While the Museum will make every effort to ensure the best possible reproduction is obtained, the quality of photographic reproduction is dependent on the quality of the original image.

Documentation Copying Services

Photocopying Charges

Type	Size	Charge
On plain paper		
Black & White	A4 single side	0.40
Black & White	A4 double sided	0.50
Black & White	A3 single sided	0.50
Black & White	A3 double sided	0.60
Photocopier scan	A4 - A3	\$1.50

Photographic and Documentation Imagery

Digital Scans on CD Rom

300dpi	\$15.00 each scan
<i>Higher dpi scan requests quoted separately</i>	
Large format scanning larger than A3.....	\$25
CD Rom	\$4.50 per disk

Postage Charges

Postage and Handling - Inside Australia

	Charge
• DL Envelope up to 5 A4 pages folded.....	\$1.00
• A5 envelope with disk/CD Rom/up to 8 A4 pages folded	
• A4 envelope with up to 20 sheets A4 flat or up to 5 A3 folded	\$2.50
• A3 copies flat or more than 20 A4 copies packed in jiffy bag	\$10.00

Outside Australia

Quoted for specific request

Conditions of Use

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Conditions of Use *continued*

- 4 Photographic imagery must be credited to *National Railway Museum*, and must be printed in close proximity to the printed image(s) and the source information must be legible.
- 5 Research information must be credited to *National Railway Museum* in the bibliography of the publication or credits of the production.
- 6 Immediately after publication, the applicant agrees to supply the National Railway Museum with a copy of the publication or production at no cost to the Museum.

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How the Museum can help you

Appointments
 Enquiries
 Archive Research Services

