Collections Research, Access and Reproduction Policy
Oseredok Ukrainian Cultural and Educational Centre

Purpose

This discussion draft outlines a proposed policy and fee schedule for responding to research requests involving Oseredok's art, museum, archival, and library collections. It is intended for internal review and refinement by the Curator of Collections before implementation.

Objectives

- Provide equitable access to collections while protecting them.
- Recover a reasonable portion of staff costs associated with research requests.
- Establish consistent procedures and transparent fees.
- Support scholarship while recognizing Oseredok's limited staff resources.

Research Services

- Researchers may request access after identifying material through Oseredok's online database or catalogue.
- Requests should be submitted in writing and describe the material sought and intended use.
- Requests are fulfilled subject to staff availability, conservation requirements, copyright restrictions, and institutional priorities.
- Normal turnaround time is 10–15 business days.

Recommended Fee Schedule

Service	Recommended Fee (CAD)
Standard research request (includes review, retrieval, up to 30 minutes of staff time, and the first 10 scanned pages)	$50.00
Extensive research beyond the first 30 minutes	$50.00/hour
Additional scans	$1.00 per page
Large-format scans	$10–20 per item
Existing digital photograph	$25.00 per image
New photography	$75.00 per image
Additional views of same object	$10.00 each
Rush service (2 business days)	+ $50.00
Academic publication image license	$25.00 per image

Book publication image license	$50.00 per image
Commercial publication image license	$100.00+ per image

Fee Waivers and Reductions

- Fees may be waived or reduced at the discretion of Oseredok for students, Ukrainian community organizations, reciprocal requests from museums, archives, galleries and libraries, and collaborative projects.

General Policy Statements

- Payment is required before digital reproductions are supplied unless otherwise approved.
- Oseredok may decline requests where materials are fragile, restricted, or require conservation treatment.
- Researchers are responsible for obtaining any required copyright permissions.
- Fees support the stewardship, preservation, and accessibility of Oseredok's permanent collections.

Future Development

This fee schedule should eventually form part of a broader Collections Access and Reproduction Policy, together with Research Services procedures, Copyright and Permissions, Image Licensing, a Research Request Form, and a Publication Permission Form.