

Geographic Information Centre Air Photo Library

SERVICE CHARGES

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|----|--|--------|
| 1. | Small Site
(single lot - urban area) | \$ 75 |
| 2. | Medium Site
(multiple block in urban area) | \$ 120 |
| 3. | Large Site
(watersheds, deltas, coastlines, power lines
highways, railways, etc.) Large site costs vary
depending on size of area. | \$ 170 |

Requests are processed in sequential order. Normal turn-around time is 2 business days. Service charges are subject to GST.

4. **RUSH Processing**

RUSH processing available for small and medium sites.
Requests made before 12 PM can be couriered the same day.
Requests made after 12 PM will be available by 10 AM the next
business day. RUSH processing subject to photo availability.

RUSH Charge (per site)	\$ 40
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GUIDE FOR MAKING REQUESTS:

Site requests require a clearly defined area. Google earth (.kmz) files are **REQUIRED** for sites outside Metro Vancouver. Civic addresses for Metro Vancouver sites are sufficient. Legal descriptions (PID) are not used to locate sites.

Site requests should be made by email – gic@geog.ubc.ca

When making air photo requests please indicate shipping preference (see shipping policy below).
Walk-in requests can only be processed on a RUSH basis.

LOAN POLICY

The loan policy is to ensure the GIC's responsibility to maximize access and sharing of the air photo collection. Borrowers must agree to familiarize themselves with and abide by this policy.

The loan period for any given site is 7 days. This includes sites in rural areas as well as loans to offices outside the Metro Vancouver area. Demand for most areas is high, therefore loan renewals are not possible. The due date is found on a post-it note on the first photo of a set of photos for a site. It also appears on the rigid cardboard that accompanies the air photos.

The GIC uses couriers to allow users the maximum loan period when having photos delivered.

NOTE: Packages sent to UBC via Canada Post go to a centralized sorting area before arriving at the GIC and will most likely be late.

It is recommended to make returns by courier to avoid late fees.

Fines are charged when a site becomes overdue.

LATE FEES \$ 20 per site per day.

Lost or damaged photos will be invoiced at cost plus a processing fee.

SHIPPING & HANDLING

Air Photos can be picked up or couriered when ready. Shipping options include: next day delivery, same day delivery, or 3 hour rush delivery to clients within the Lower Mainland. Next day service can be arranged for clients outside of Vancouver. Shipping & Handling charges apply to couriered items. Please ask GIC staff for current shipping rates.

STAFF

Kevin Gillard – Operations Manager
Tania Lam – Senior Library Assistant
Danny Wong – Library Assistant

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Geographic Information Centre - Shipping and Handling Charges

	Same Day Service			Next Day Service
	Regular Delivery (5 hour)	Rush Delivery (3 hour)	Hot Delivery (2 Hour)	
Vancouver	\$10.00	\$15.00	Email for Quote	\$10.00
Richmond, Burnaby and New Westminster	\$15.00	\$20.00	Email for Quote	\$15.00
North Vancouver and West Vancouver	\$20.00	\$25.00	Email for Quote	\$15.00
Areas of BC outside Metro Vancouver (*some exceptions*)	N/A	N/A	N/A	\$15.00
Out of Province	N/A	N/A	N/A	Email for quote

**** NOTE - All shipping and handling costs are subject to GST ****