

Reproduction Fees

Reproduction fees are charged regardless of eventual use, and offset the costs of providing the scans and/or files (e.g., equipment, storage, preservation, labor). Reference images may be taken with phones or cameras at no charge. (If publication is intended, refer to the Publication Use Fees policy.) **A service charge of \$20 will be applied to all requests,** except for *onsite* photocopy requests totaling under \$5.

STILL IMAGES

Photocopies (printed or low-res PDF)	\$0.25 per page
New high-res scan (TIFF @ 300 dpi)	\$20 per item
Existing high-res scan (JPG/TIFF @ 300 dpi)	\$5 per item

MOVING IMAGES & AUDIO

Video - DVD loaner copy	\$5 + any shipping
Video or audio - Existing digitized file	\$5 per file
New transfer from tape (in-house)	\$40
New transfer from tape (vendor)	Cost + 25%

TURNAROUND TIME

Photocopies	2-4 weeks
Existing scans or files	2-4 weeks
New scans or files	4-6 weeks

*****A rush fee of 50% of the order total will be applied for anything needed sooner*****