

## 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 onsite 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* reference scan requests totaling under \$5.

### STILL IMAGES

Reference scans (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

Reference scans	Onsite: 2-4 weeks   Remote: 4-6 weeks
Existing high-res scans or files	1-2 weeks
New high-res scans or files	4-6 weeks

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