

PHOTOCOPY/PHOTOGRAPHIC AND AUDIO REPRODUCTION FEE STRUCTURE

Updated 04/26/2004

Patrons should be advised that normal turn around for reproduction orders is two working weeks. Rush service may be available for an additional fee please contact the collections manager for availability of this service.

Paper Photocopies:

- Single Sided Page is \$.25 per page (Self- service)
- Single Sided Page From the Internet or Database Records is \$.25 per page

(Self-service)

Paper Copies of Microfilm Holdings:

- \$.50 per page (Self-service)

Research Copies by Mail:

- \$.50 per page

Photographic Images held in the Society Database, Past Perfect

- \$1.00 on regular paper (includes catalog notations)
-
- \$22.00 on premium photographic paper from the society's laser printer

Electronic Images

\$22.00 per image (images are 300 DPI in TIFF Format). Other formats and resolutions are available upon request. Image is placed on a CD-R or on photographic paper printed from the society's laser jet printer. High resolution images may not be able to be emailed to the patron.

Society Generated Digital Photography of Items:

\$25.00 per item. Image is placed on photographic paper from the society's laser printer or on a CD-R at the request of the patron. Image may be emailed.

Professional Still Photographic Images of Items in Storage or on Display:

Patron will bear all expenses to hire a professional photographer approved by the Society.

- \$100.00 per business day facility fee
- \$25.00 per item

Still Photographic Duplication:

- "5 X 7"- \$10.00 per image
-
- "8 X 10"- \$22.00 per image
- "11 X 14" - \$40.00 per image
- "16 X 20" - \$60.00 per image

Special Handling Charges

- Patrons ordering 5 images or more will incur an additional handling charge of \$15.00 for each group of 5 or more images ordered.

35 MM Slide (Original or Duplication of Existing Slide):

- \$10.00 per slide

Audio Duplication:

- This service is priced on a per request basis depending on length of recording desired and media utilized.

Video Duplication:

- Video reproductions of the Society's video holdings are priced on a per request basis depending on length of recording desired and media utilized.

Rush Service:

- The charge for this service, when available, is 300% over the regular production fee. Contact the collections manager for availability.

Oversized or Special Reproduction:

- This service is priced on a per request basis depending on size of item.

Shipping Fees:

All orders requiring shipping will be sent via the United States Postal Service. The fee for processing and mailing an order will be a minimum of \$5.50 per order to any United States postal address. Larger orders will be priced on actual postage weight. Orders sent outside the United States will be calculated on an individual basis. Patrons desiring any special services such as air mail, express delivery, insurance, proof of delivery, return receipt requested etc., shall pay the standard postal service rate for any such services requested. These charges are above and beyond the minimum \$5.50 processing and mailing fee. The Society is not responsible for orders lost or damaged in shipping. New shipping and reproduction fees will be required for orders lost or damaged in transit.

Orders can be sent at the patron's expense via FedEx or UPS, or other carrier, by providing the Society with the appropriate account number.