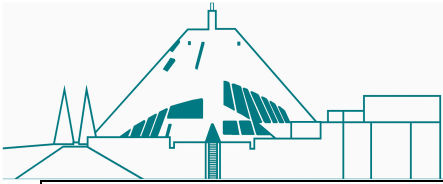


½ payment is due in advance of work being started on all orders where the quantity ordered exceeds 100, or total fees exceed \$100.00.

Interest charges to accounts over 60 days in arrears will be at the market rate (to be determined by the University Controller).

Rush Fees for all Duplicating Services	
Rush Fee Minimum rush fee for all patrons	Plus 50% 10.00
Self Service/On-site	
Self-service photocopies, per page	.20
Self-service scanning (on AHC equipment only), per page--no charge	
Self-service digital camera (with patron provided camera)--no charge	
Copies & Scans by AHC Staff	
PDF Scans	
black and white photo copies available upon request at the same price	
*More than 250 pages: see archivist for rates and availability	
8.5"x11" or 8.5"x14"	.75*
11"x17"	.90*
Special Format Scanning (fragile items & bound volumes such as scrapbooks and diaries, etc.)	
More than 250 pages: see archivist for rates and availability.	1.00
Color Photocopies	
*More than 250 pages: see archivist for rates and availability	
8.5"x11" or 8.5"x14"	1.50*
11"x17"	3.00*
Maps, photocopies , per square foot (black and white, up to 36" wide)	
More than 100 square feet: see archivist for rates and availability	2.00
Maps, scanning , per square foot (color, resolution up to 300dpi, JPEG or TIFF file formats, up to 42" wide).	
More than 100 square feet: see archivist for rates and availability	3.00



<p style="text-align: center;">Audio-Visual Duplication</p> <p>Audio materials can be transferred to audiocassette tape or CD/DVD. Visual material can be transferred to VHS video tape or DVD. Shipping and Handling charged on all orders.</p>	<p>30.00/hour 18.00/half hour</p>
<p style="text-align: center;">Photographic Prints</p> <p>4"x 5" print 20.00 5"x 7" print 21.00 8"x10" print 22.00 11"x14" print 30.00 13"x19" print 35.00 16"x20" print 40.00 20"x 24" print 50.00 24"x30" print 70.00 24"x36" print 85.00 30"x40" print 100.00</p>	
<p style="text-align: center;">Digital Imaging Services</p> <p>Scanning for documents up to 11"X17" (resolution up to 2400ppi) *More than 15 scans, see archivist for rates and availability Fee total includes files on CD/DVD, if required</p> <p>Betterlight Scanback (up to 8000x10000 pixels). For items larger than 11"x17" (such as maps, architectural drawings, paintings) or too fragile for scanning. One hour minimum Includes setup and takedown. Fee total includes files on CD/DVD, if required.</p>	<p>15.00*/scan 60.00/hour</p>
<p style="text-align: center;">Shipping and Handling</p> <p>Shipping charges are estimated from the applicable Postal Vendor's website.</p> <p>An additional handling charge will be added to all shipments.</p> <p>U.S. address, mailed in an envelope mailer 5.00 U.S. address, in a mailer larger then envelope (flat) 10.00 International shipments 25% of est. ship cost</p>	