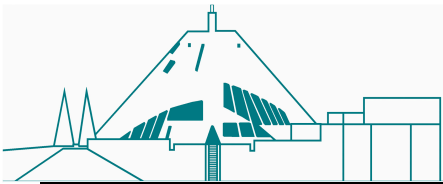


½ payment is due in advance of work being started on all orders where the quantity ordered exceeds 100, or total fees exceed \$100.00.

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

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|--|-------------------|
| <b>Rush Fees for all Duplicating Services</b>  |                   |
| Rush Fee<br>Minimum rush fee for all patrons   | Plus 50%<br>10.00 |
| <b>Self Service/On-site</b>  |                   |
| 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   |                   |
| <b>Copies &amp; Scans by AHC Staff</b>   |                   |
| <b>PDF Scans</b>   |                   |
| 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*              |
| <b>Special Format Scanning</b> (fragile items & bound volumes such as scrapbooks and diaries, etc.)                  |                   |
| *More than 250 pages: see archivist for rates and availability.  | 1.00*             |
| <b>Color Photocopies</b>   |                   |
| *More than 250 pages: see archivist for rates and availability   |                   |
| 8.5"x11" or 8.5"x14"   | 1.50*             |
| 11"x17"  | 3.00*             |
| <b>Maps, photocopies</b> , per square foot (black and white, up to 36" wide)   |                   |
| *More than 100 square feet: see archivist for rates and availability   | 2.00*             |
| <b>Maps, scanning</b> , 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*             |



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