

University of Wyoming, American Heritage Center Duplicating Services July 2021

Reference Department, ahcref@uwyo.edu; 307-766-3756

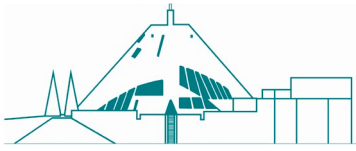
Self-Service/On-Site Duplication

- 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 flash) no charge

Duplication by AHC Staff

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).

- PDF Scans, per page, limit of 250 pages
 - 8.5"x11" or 8.5"x14" 1.00
 - 11"x17" 1.25
- Special Format Scanning, per page, limit of 250 pages 2.00
 - For bound volumes such as scrapbooks, diaries, fragile items etc.
- Map Scanning/Oversize, per square foot, limit of 100 square feet 3.00
 - For flat items up to 42" wide.
 - Up to 300dpi, JPEG or TIFF. Black/white or color.
- Digital Imaging Services, per item 15.00
 - Scanning for documents up to 11"X17"
- Audio-Visual & Born Digital Duplication, per hour, half-hour minimum
 - per hour rate 18.00
30.00
- Photographic Prints, per item
 - Up to 8x10 22.00
 - Up to 13x19 35.00
 - 16"x20" print 40.00
 - 20"x24" print 50.00
 - 24"x30" print 70.00
 - 24"x36" print 85.00
 - 30"x40" print 100.00



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- Oversize Camera Photography, per hour 75.00
 - For items such as maps, architectural drawings, paintings or items too fragile for scanning.
 - One hour minimum Includes setup and takedown.

Other Services and Fees

Research Assistant, as available, per hour	10.00
Commercial Use Project Fee, minimum charge	100.00
Rush Fees for all Duplicating Services	Plus 50%
Minimum Rush Fee	30.00
Shipping charges are estimated from applicable vendor website	