

Reprographics Pricing and Policies

University of Arizona Library
SPECIAL COLLECTIONS

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Digital Reproductions Services

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Description	DPI and Format	Fee
Graphic Presentation	100 .jpg	\$3.00
Research Quality	300 .jpg	\$8.00
Publication Quality	600 tiff	\$15.00
CD		\$4.00
FedEx mailing	Continental U.S.	\$4.50

Price list subject to change without notification. Please allow five business days for orders unless otherwise indicated.

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Customer Signature _____ Date _____

Boston Public Library Pricing
2006 from Boston Photo Imaging

Output:	up to 8x10	11x14
Print from New Art from BPLibrary	25.00	32.50
Print from existing files at BPIImaging	15.00	22.50
Print from new BPLibrary files	20.00	27.50
Print from existing 4x5 negs or plates (Scan/print/archive the file)	25.00	32.50
Print from existing 8x10 negs or plates (Scan/print/archive the file)	40.00	47.50

Larger Print Pricing available upon request.

Printing on Watercolor and Canvas Fine Art Materials also Available.

4x5 transparency from file	150.00
35mm slide from file at BPI	14.00

Capture:

Oversize Art Fee/per photo session	45.00
Scanning	
Up to 30 megs	40.00
Up to 60 megs	60.00
Up to 72 megs	125.00
Over 72 megs	150.00
4x5 film transparency	60.00

Delivery:

File Transfer to Disc/E-mail File	12.00
UPS Ground Letter	6.00
Overnight Letter	22.00

Other shipping options available upon request.

Please indicate reproduction service being requested and required stock for delivery. Identify items to be reproduced. Return form to Curatorial staff.

1. Select Service and Stock

Photocopying Services:

- Letter/legal/ledger sized copies
- Oversized copies

Photographic Reproduction Services:

- 5x7 color print
- 8x10 color print
- Inkjet prints (oversized)
- 35mm slide
- Digital image file resolution_____ file type_____

Audio Reproduction Services:

(from audio cassette, 33 1/3rpm disc, 45rpm disc)

- Digital audio file file type_____
- Cassette tape to cassette tape dubbing

Video Reproduction Services:

- Vhs tape to Vhs tape dubbing

Stock:

- CD-R
- Audio cassette
- Video tape (vhs)

For Use By DRC Staff	
# of letter sized copies/prints (\$.25)	_____
# of legal/ledger sized copies/prints (\$.35)	_____
# of oversized copies (\$1.50/ft.)	_____
Amount due:	_____
Payment method: ___ Cash ___ Check ___ Transfer voucher	

Archives & Special Collections
at the
Thomas J. Dodd Research Center

REPRODUCTION FEE SCHEDULE

Photocopying, Laser Printing, Microfilm Reader Printing
(cost per sheet)

Letter (8.5 x 11)	\$.25
Legal (8.5 x 14)	\$.35
Ledger (11 x 17)	\$.35
Oversized (up to 36" wide)	\$ 1.50/ft.

Photographic Services

5x7 color print (UCIMT)	\$ 6.50
8x10 color print (UCIMT)	\$11.00
Inkjet prints (oversized) (UCIMT)	\$ 9.00/sq. ft.
35mm slide (minimum charge \$15.00) (UCIMT)	\$ 2.00
Digital image file (from flat material up to 11 x17, negatives, slides)	\$ 3.00
Digital image file (from oversized flat material, up to 2 ft.) (UCIMT)	\$10.00

Audio Services

Digital audio file from analog source	\$15.00/hr.
Digital audio file from digital source	\$ 5.00
Cassette tape to cassette tape dubbing	\$ 5.00

Video Services

Vhs tape to vhs tape dubbing	\$ 5.00
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Stock

CD-R	\$ 1.00
C-90 cassette	\$ 1.50
Vhs videotape	\$ 2.50

Shipping/Handling	\$ 5.00
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Last revised 12/14/2005

COMMERCIAL USE FEE SCHEDULE**Books, CD-Roms, Videotapes (per image)**

Scholarly and non-profit publishers	\$0.00
1-5,000 copies	\$25.00
5,001-10,000 copies	\$50.00
10,001-25,000 copies	\$100.00
Over 25,000 copies	\$250.00

Magazines, Periodicals (per image)

Scholarly and non profit publishers	\$0.00
Under 50,000 circulation	\$50.00
50,001-100,000 circulation	\$100.00
Over 100,000 circulation	\$250.00

Miscellaneous (per image)

Display in commercial offices, stores, restaurants	\$250.00
Book jacket	\$250.00
Motion picture, Television	\$250.00
Advertising	\$250.00
Web pages (1 year use)	\$250.00

Multiple image fees

	<u>\$25/image</u>	<u>\$50/image</u>	<u>\$100/image</u>	<u>\$250/image</u>
1-5 images	\$25	\$50	\$100	\$250
6-15 images	\$20	\$40	\$80	\$200
16-25 images	\$17.50	\$35	\$70	\$175
26-35 images	\$15	\$30	\$60	\$150
Over 36 images	\$12.50	\$25	\$50	\$125

Last revised 12/14/2005

**University of Florida – Special Collections Department
Reprographics Price Schedule**

Charges for photocopying are based on a minimum charge of \$15.00 for up to 50 copies and \$0.25 for each additional copy. Extra charge of \$15 for express delivery.

The minimum charges for the creation of CDs are \$5.00 for the first CD and \$1.00 for each additional CD.

The minimum charges for the creation of DVDs are \$6.00 for the first DVD and \$1.50 for each additional DVD.

The charge for scanning is \$3.00 per image.

Minimum charges include shipping costs. We cannot send large files over the Internet.



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Home > Collections > Special Collections > Using Special Collections > [Reprographic Services](#)
[Printer-friendly Version](#)

REPROGRAPHIC SERVICES

Surrogates of Special Collections materials can be supplied in a number of different media. Fees for are listed below. For information on publishing images, please refer to the [Image Publications Use Policy](#).
 For questions regarding these policies, contact [Heidi Herr](#).
 Orders will not be processed without a complete order form and prepayment. Please make checks payable to: Milton S. Eisenhower Library.

SERVICE	RATE
Photocopies and Digital Surrogates (Research Quality Only): Choice of media is dependent on condition of item; staff will advise.	\$0.25/page for unbound manuscript or archival materials
	0.50/page for copies from bound materials
	\$3.00/page for color laser copies
	Epson Flatbed Scans: \$20.00 each. Includes CD.
	Mail order minimum: \$3.00 for face-down copies; \$5.00 for images saved to CD; \$10/hour service charge added for all orders which take over 1 hour of staff time.
Photography (Publication Quality)	Black & White 5x7 from negative: \$35.00 each plus \$10.00 service charge per order
	Black & White 8 x 10 from negative: \$40.00 each plus \$10.00 service charge per order
	Digital Images Saved to CD: \$20.00 per image
	Color slide: \$10.00 each plus \$10.00 service charge per order
	For prints made from oversize material, there is an additional photographer's charge of \$100.00/hour.
On-Site Filming	
In-House JHU Patrons	First hour free; \$10.00/hour thereafter
Non-JHU--Personal Research	First hour free; \$25.00/hour thereafter
Commercial Publishers	\$50.00/hour
Publication Fees	
JHU Publications	Free
University Presses	Free
Vanity Presses	Free
All others	\$100 each for the first 3 images; \$25.00 each for each additional image

SPOTLIGHT

[Was H.L. Mencken an Anti-Semite?](#)

On Sunday, Nov. 19, at 3:30 p.m., Mencken scholar David S. Thaler will present an illustrated lecture at the George Peabody Library exploring the issues associated with the persistent assertion that Mencken was anti-Semitic. [More...](#)

[Archives](#)

Photograph & Video Reproduction Form

Special Collections & Digital Programs, King Library
University of Kentucky, 40506-0039

Date _____

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ E-mail: _____ Fax: _____

University of Kentucky Dept.: _____ Acct. No.: _____

Delivery (please check one) Mail Pick-up E-mail (if size permits)

Date needed: _____

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office use only

How did you learn about this collection?

Referred Online Press/Publicity Other

Please specify: _____

Please define

UK Faculty/Staff/Admin Current UK Student Other

Please specify: _____

How do you intend to use the images?

Personal Publication Research Exhibition

Please specify: _____

All reproduction requests are subject to review and dependent upon the condition of each item. Please be aware that it may take two to four weeks to process orders, and any request needing to be filled sooner will be subject to a RUSH fee, at \$25.00 per five items.

In order to reproduce an image, items will need to be scanned. This cost is in addition to the print reproduction fees, please see price list.

Digital prints are made on 8.5 x 11 semi-gloss or 11.7 x 16.5 archival matte paper and printed with archival inks.

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Please fill in as much information as possible

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8							
9							
10							
11							
12							

CD	\$5.00	\$ _____
Basic Scan	\$5.00	\$ _____
Plain Paper Printout	\$1.00	\$ _____
8 x 10 Digital Print	\$25.00	\$ _____
11 x 14 Digital Print	\$40.00	\$ _____
U-Matic to VHS/VHS to VHS	\$10.00	\$ _____
Audio (Cassette to Cassette)	\$10.00	\$ _____
Shipping/Handling	\$10.00	\$ _____
Rush Fee (per 1-5 items)	\$25.00	\$ _____

Total Cost \$ _____

All orders must be paid in advance, please make check payable to *University of Kentucky Libraries*.

I request that these copies/reproductions be made for my use:

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SPECIAL COLLECTIONS AND DIGITAL PROGRAMS**

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User agrees that any violation of this user agreement will cause irreparable harm to UK, agrees that injunctive relief (a court order directing that you cease activity) is an appropriate remedy and consents to such relief. Injunctive relief will be in addition to any and all remedies that may be available.

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SIGNATURE

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ADDRESS

REVIEWED AND ACCEPTED

SPECIAL COLLECTIONS AND DIGITAL PROGRAMS, UNIVERSITY OF KENTUCKY LIBRARIES

(over)

**DESCRIBE INTENDED USE
(IF USE IS GRANTED, USE IS EXPRESSLY LIMITED TO DESCRIBED USE)**

Public Display
(describe display and duration)

Publication (print or electronic)
(title and publisher of work)

I understand that I must provide the University of Kentucky Libraries two (2) copies of any published work (includes books, journals, pamphlets, flyers, buttons, labels, video productions, etc.) free of charge. Ship to the address below and include a copy of this agreement:

**Cataloging Department
Special Collections and Digital Programs
King Library North
University of Kentucky
Lexington, KY 40506**

Scholarly Research
(with no intent to publish)

ITEMS

**UNIVERSITY OF KENTUCKY
USER AGREEMENT
SPECIAL COLLECTIONS AND DIGITAL PROGRAMS**

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User agrees that any violation of this user agreement will cause irreparable harm to UK, agrees that injunctive relief (a court order directing that you cease activity) is an appropriate remedy and consents to such relief. Injunctive relief will be in addition to any and all remedies that may be available.

READ CAREFULLY BEFORE SIGNING BINDING LEGAL AGREEMENT

SIGNATURE

PRINT NAME

ADDRESS

REVIEWED AND ACCEPTED

SPECIAL COLLECTIONS AND DIGITAL PROGRAMS, UNIVERSITY OF KENTUCKY LIBRARIES

(over)

Price List

Postage & handling fee: \$5.00 per request.

Charged only when copies, prints, or CD's are mailed. Additional postage will be charged to cover the cost of mailing large requests.

Fax fee: \$5.00 per request. Only requests under 10 pages can be faxed.

ELECTROSTATIC COPIES (PHOTOCOPIES)

Self-service:

\$.05 page (8 ½ x 11", 8 ½ x 14")
 \$.10 page (11 x 17")
 \$.25 page for microprints

Staff-produced copies from books/journals with call numbers:

\$.30 page (8 ½ x 11", 8 ½ x 14")
 \$.50 page (11 x 17")

Staff-produced copies of manuscript materials:

\$.50 page (8 ½ x 11", 8 ½ x 14")
 \$.70 page (11 x 17")

Staff-produced copies from microforms:

\$.80 page (All sizes)

Staff-produced copies from the face-up copier:

\$1.20 page (All sizes)

SCANS:

We do not allow self-service scanning. Scans are delivered via email (for images under 600K) or CD.

Scan of item under 12" X 17" \$7.00/scan
 Scan of item over 12" X 17" \$7.00/scan plus a \$10.00 set-up fee

NOTE: Items over 12" X 17" must be scanned in parts. We can "splice" the images together for an additional fee of \$10/splice or provide the individual scans for you to splice. Please request an estimate.

Cost of duplicating Libraries'-produced CDs or state documents on CD: \$7/CD

MICROFILM

Limited microfilm services are available. Patrons may request the microfilming of manuscript collections. Requests will be considered individually. Ordinarily, only whole collections or (in some cases) whole series will be filmed. Microfilm of newspapers or manuscript collections for which LSU holds the master can be purchased. Please request an estimate.

PHOTOGRAPHIC PRINTS

Black & white ONLY, glossy or matte finish on RC paper. No color prints are made. Books, maps, etc., larger than 20 x 24 inches cannot be photographed.

Size 1st print Add'l prints from same negative at the same time

5x7" \$9/each \$4/each
 8x10" \$11/each \$7/each
 11x14" \$17/each \$10/each

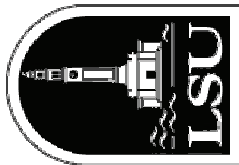
Fee for black & white exhibition prints (fiber base paper with archival processing): double the prices given above.

Self-service photography is permitted, by appointment only and when physical condition, current copyright law, and donor agreements permit duplication. Please ask staff for additional information.

AUDIO RECORDINGS

Special Collections is the repository for the T. Harry Williams Center for Oral History. If tapes are not restricted by the interviewer, interviewee, or donor, cassette copies may be purchased for \$5 per tape. Reel to reel, reel to cassette, and cassette to reel tapes are produced for a fee of \$20 per hour of lab time (i.e. \$20 for 1 hour tape, \$30 for a 90 minute tape). For additional information about copying and permissions, contact: T. Harry Williams Center for Oral History, LSU Libraries, Louisiana State University, Baton Rouge LA 70803-3300 225/578-6577; E-mail to Jennifer Abraham jabrah1@lsu.edu

If you require a type of reproduction other than those listed above, please consult a staff member.



Special Collections
 LSU Libraries
 Hill Memorial Library
 Baton Rouge, LA 70803
 Phone: 225-578-6568
 Fax: 225-578-9425
www.lib.lsu.edu

Copying Materials in the LSU Libraries Special Collections

What you need to know about copying Special Collections materials

Two types of photocopying services are available: self-service and staff-produced. Both require the approval of a library staff member, who will tell you if an item can be copied self-service. Manuscripts are not copied self-service. Staff members approve requests based on the criteria below. The total number of copies you may receive is limited. Staff limitations, along with the damage caused by photocopying to the holdings entrusted to us, prevent us from providing unlimited photocopying. Therefore, please plan ahead and try to "ration" your photocopy requests to ensure you obtain copies of the documents you really need. Before you request photocopies, please consider the following:

- * **All photocopying damages documents.** The light and heat produced during photocopying damage paper and contribute to fading. Handling materials is damaging, no matter how carefully it is done. **Please help us preserve materials by keeping your requests to a minimum.**
- * We can provide or allow photocopies as long as physical condition, current copyright law, and the Libraries' agreement with a donor allow. If Libraries staff determine a request exceeds fair use under copyright law, a request will be denied.
- * Unless a donor has agreed, Special Collections will not accept or approve copy requests of items which are **photocopies or typescripts of originals** retained by the donor.
- * **Many oversize items cannot be copied because of physical constraints.** Fees for special handling are charged for those items that can be copied to cover the extra costs involved.
- * **Photographs are never photocopied because of the damage done by the process.** If you need a copy of a photograph, please ask about photographic services.
- * **Portions of manuscript volumes** may only be reproduced by the use of a **face-up copier.**
- * **Complete volumes and entire manuscript collections may not be photocopied.** If you need something of this type, please ask about microfilming.

* Many of Special Collections' **manuscript holdings are available on microfilm.** Manuscript materials that have been microfilmed will not be photocopied. **Copies must be made from the microfilm.** If a staff member determines that a satisfactory copy can not be made, originals may be photocopied, unless other restrictions apply.

©opyright

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Works created and published on or after January 1, 1978, are protected from creation throughout the life of the creator plus 70 years after the creator's death. Unpublished works are protected from the life of the author plus 70 years. If the death date of a creator of an unpublished work is unknown, the work is protected 120 years from its creation. Since copyright law continues to evolve, patrons are advised to consult <http://www.loc.gov.copyright/> to learn about current law. State and federal documents are not copyrighted.

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Important Advice for Manuscripts Users

NEVER remove loose manuscript items from their folders, either in studying the documents or in preparation for requesting a photocopy of them. If you identify a document you would like to have photocopied, consult a staff member for instruction in how to request the photocopy. If you do not follow proper procedures you will be denied further access to the materials. Self-service photocopying of manuscripts is not allowed.

Procedures for Requesting Copies

Please ask the staff member at the Service Desk in the Reading Room to explain the procedures for requesting photocopies to you. Requests for copies produced by staff must be made by filling out and signing a Duplication Request Form or submitting a written, signed request via mail or fax to:

**Special Collections Public Services
LSU Libraries
Louisiana State University
Baton Rouge, LA 70803-3300
Fax: 225/578-9425**

No telephone or e-mail requests are accepted.

When will my copies be ready?

We do our best to fulfill copy requests as promptly as possible. Requests are queued according to size of the order, and filled in the order received. **Rush requests are not accepted.** Please allow adequate time for your order to be filled, according to the following timetable (times given are approximate):

# of copies	# of weekdays to allow
1 to 10	2 weekdays
10 to 30	3 weekdays
30 to 50	5 weekdays
50 to 100	10 weekdays
100+	as negotiated

To check if copies are ready, call 578-6568.

REPRODUCTION SERVICES

PHOTOCOPYING, PHOTOGRAPHY and DIGITAL IMAGING

Reproduction services in the Division include photocopying, photography and digital imaging.

ALL MATERIALS ARE ASSESSED INDIVIDUALLY.

Rules Regarding Photocopying

Photocopying is restricted. Researchers must understand that the collections are being built and preserved for future as well as present use. We must maintain a balance between access to and conservation of the material housed in the Rare Books Division, and for that reason cannot always permit items to be photocopied.

Approved photocopying is limited to 10 pages per item.
(McGill theses are exempt from the 10 page limit)

No Canadian material for which CIHM microfiche copies exist may be photocopied.

A Photocopy Request Form is available from the Reading Room Supervisor.

Some examples of books which may never be photocopied:

- o Very heavy books. Heavy books are difficult to handle and a strain is put on the binding in trying to obtain a copy.
- o Very large books. In this case, the restriction is necessitated by the size of the machine itself.
- o Books with historically important or fine bindings. These must be protected.
- o Tightly bound books. If a book does not open flat easily, the spine could be damaged in trying to obtain a satisfactory copy.
- o Books with pullouts larger than their covers. Pages that extend beyond the edges of a book are especially vulnerable to tearing.
- o Books with brittle or torn pages. Pages already damaged can deteriorate further if photocopying is permitted.

Many other books are vulnerable to damage through photocopying, and as a general rule will be refused if it is thought that their condition might deteriorate if photocopying were allowed.

ALL BOOKS ARE ASSESSED INDIVIDUALLY.

FEES: 25 cents/page

Rules regarding Photography

Only material judged to be in suitable condition by the Conservation Specialist may be photographed. Readers can make requests to have materials photographed by the photographic services of ICC (Instructional Communications Centre). The process of development requires two weeks and must be pre-paid. Individuals are not permitted to use cameras in the Reading Room.

FEES: Use fees and production fees apply. Consult the [Photographic and Digital Production Fees](#).

Rules regarding Digital Imaging

Readers can make requests to have approved items scanned in-house by the Digital Collections Program which possesses preservation quality digital imaging equipment. Only material judged to be in suitable condition by the Conservation specialist may be approved for scanning. Individuals are not permitted to use digital cameras in the Reading Room.

FEES: Use fees and production fees apply. Consult the [Photographic and Digital Reproduction Fees](#).

Photographic and Digital Reproduction Fees

All fees must be paid before the material is photographed or scanned.

For requests made in Canada, we accept cheques and money orders in Canadian funds made payable to McGill University Libraries. For requests made from outside of Canada, payment may be made with a US money order. Allow 2 weeks from payment for delivery if by mail.

USE FEES (taxes included)

Use fees grant world rights for a one-time, exclusive use of the image. Authorization is required for any subsequent use of the reproductions.

FOR-PROFIT ENTITIES	
Editorial use (within books, periodicals, and other published works)	\$100.00 per item
Video, film and web site productions	\$150.00 per item
Advertising and other non-editorial use	\$250.00 minimum per item

NON-PROFIT ENTITIES	
Editorial use	\$25.00 per item
Video, film and web site productions	\$50.00 per item
Advertising	\$125.00 per item
McGill University course-related requests are not charged a use fee.	

PRODUCTION FEES (taxes included)

In addition to the above stated use fees, users will be charged an image "production fee".

SCANNING

Digitally scanned images	
A single scanned image	\$ 5.00
Printed reproduction(12" x 18" glossy)	\$15.00
Seam	\$ 5.00
There is an additional \$3.00 fee for file transfer to a CD-ROM.	

PHOTOGRAPHY

Negatives and transparencies	
Black and white	\$10.00
Colour	\$15.00

Black-and-white prints	
8x10 photographic print from existing negative	\$10.00
8x10 photographic print from a new negative	\$20.00

Colour prints	
8x10 photographic print from an existing negative	\$20.00
8x10 photographic print from a new negative	\$35.00

OTHER FEES (taxes included)

Production Research	\$200.00 per day
Use of Space (film crews on the premises)	\$500.00 per day

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Researchers must include the supplied credit line when reproductions are used for publication, exhibition, web site production and video production :

Credit line:

Specify Title

Specify Collection

Rare Books and Special Collections Division
McGill University Libraries, Montreal, Canada

Revised Dec. 2003

form2copy REV APR 2002

PHOTODUPLICATION REQUEST FORM

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THIS IS NOT A BILL. Billing and delivery of copies are governed by the University's **Department of Printing & Copying Services**, 112 Alderman Library. See the back of this form for that department's prices and services. They will accept cash, check, money order or VISA / MasterCard.

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 Date recd. _____
 Date done _____
 Order no. _____
 Total copies _____

PLEASE PRINT YOUR NAME AND MAILING ADDRESS:

(ZIP REQUIRED)

Phone # [] _____ - _____

Fax # [] _____ - _____

eMail _____

SELECT FORM OF DUPLICATION:

Electrostatic (Xerox) copy
 35mm Microfilm
 Photograph (B&W)
 Size: _____
 Finish: flat / glossy
 Other _____
 (see back of form for options)

PLEASE CHECK ONE:

Cash and non-UVA orders in Virginia are subject to 4.5% VA sales tax

CASH & PICKUP
 CHARGE UVA _____ DEPARTMENT ACCOUNT AND PICKUP / MAIL
 CHARGE TO ESTABLISHED PRIVATE UVA-AFFILIATED ACCOUNT AND PICKUP / MAIL

FUND CODE:

P - T - A - E - O
 1 2 0 8

SHIPPING FEE FOR **NON-UVA** MAIL ORDERS (FOLLOWING): \$6.00 PLUS POSTAGE.

PRE-PAY & MAIL (Copies will be made and invoice sent. Upon receipt of payment, copies will be sent via first class mail.)
 OPTIONAL FOR PREPAY & MAIL ORDERS: FEDERAL EXPRESS (FedEx Acct # _____ - _____ - _____)

PLEASE ALLOW 5 WORKING DAYS FOR COPYING. LARGE ORDERS MAY TAKE 2 WEEKS OR LONGER.

RUSH! Needed by _____ (Please see rush policy on back of this form.)

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

FOR PUBLISHED MATERIALS, provide information below:

List additional volumes on an attached sheet.

Call Number	Author, title, and/or description	Pages to be copied	Special Instructions

SPECIAL COLLECTIONS PHOTOCOPYING POLICY

434 / 924-3025 www.lib.virginia.edu

REV APRIL 2002

BLACK-AND-WHITE ELECTROSTATIC COPIES may be made from originals in good condition. Originals larger than 8.5 x 11 inches may require reduction. A request exceeding 50% of bound volume that numbers more than 50 pages, or of a collection of unbound materials of more than 200 pages, may require microfilming. If *this Department* elects to microfilm the entire volume/collection, the *additional* pages will be microfilmed without charge to the customer.

UNBOUND MATERIALS (manuscripts, maps, photographs, etc.):
Up to 11 x 17 inches (measured in either dimension). Only certain materials (photostatic copies, for example) larger than 11 x 17 may be Xeroxed, either in sections or by the processes available through commercial services.

BOUND VOLUMES (or foldouts / attachments in books):
Up to 11 inches tall and 17 inches wide. Books are inverted and copied one page at a time on an edge-platen copier. Items with stapled or side-stitched bindings require reinforcement with binding clips, which reduces the binding margin.

Fewer pages than requested (or none) will be copied if:
A. *circulating* copy of the work is available in the Library.

The request exceeds 10% of a work copyrighted 1923 or later.

The cover(s) and/or spine is loose or detached.

The binding is split or too weak to permit the book to be inverted.

The binding or pages are too brittle to permit opening 90 degrees.

There are loose pages (including pages *not* selected for copying).

The page(s) to be copied are uncut.

The volume lacks an adequate binding margin.

The pages to be copied contain loose attachments.

LASER-COLOR ELECTROSTATIC COPIES may be made from 35mm color slides, or from flat originals in good condition up to 11 x 17 inches. Copying of bound volumes is limited to the outside covers and dust jackets.

MICROFILM, SLIDES, AND PHOTOGRAPHS (in black-and-white or in color) may be made from all materials that can be transported to the Copy Center and opened without damage. Cropping is available when preparing slides and photographs. If a bound volume can be opened flat, two pages *may* be filmed together. (This is the normal format for microfilming, and optionally may be requested for slides and photos.) Large/fragile volumes, however, may require pages be filmed individually.

MICROFILM: flat originals up to 24 x 36 inches.
SLIDES: flat originals up to 18 x 28 inches.

PHOTOGRAPHS: flat *line-copy* originals up to 24 x 36 inches;
or *tone-copy* originals (i.e. grays, shading, or colors) up to 22 x 26 inches.

DIGITAL IMAGES or OCR text files may be made from originals upon approval by the Digital Center. The criteria for electrostatic copies listed above applies.

There is no charge for UVA faculty, staff and students, but the requestor must supply any CD-ROMs needed (files may optionally be made to a Unix Server or Anonymous FTP address). The charge for non-UVA requests is \$50.00 for a CD and the first hour of scanning, plus \$25.00 per additional hour.

DEPARTMENT OF PRINTING & COPYING SERVICES

First floor, Alderman Library 434 / 924-3785
PRICE LIST EFFECTIVE APRIL 5, 2002

The Department is self-supporting, and all costs of operation must be recovered by fees for services. All charges must either be paid at the time of pickup or be pre-paid, except for orders charged to UVA department charge accounts and established UVA-affiliated accounts. Payment may be made in cash, check, money order, or VISA / MasterCard.

Normal processing time for completion of an order is five workdays, exclusive of holidays. Large orders and Commercial duplication services may require three weeks or more. **RUSH** orders must be *received in Printing Services by 12:00 noon*, and will be **refused** if timely completion is impractical. Rush orders are subject to a **surcharge**: same-day service 100%, next-day service 50%, two-day service 25%.

Prints and slides may be made from suitable file negatives or digital images if they exist. All negatives and digital files prepared in the course of making copies will be retained.

MICROPHOTOGRAPHY

Copy negatives or imaging (if a suitable negative / digital image is not on file).
Digital image scan (B&W or Color) 5.00
35mm B&W Line-copy negative 2.00 (minimum order 15.00)
4x5" B&W Tone-copy negative 9.50

SINGLE-WEIGHT PHOTOGRAPHIC PRINTS, GLOSSY OR MATTE *

	(from digital images)	(from copy negatives)
	B&W	B&W
4x5	5.00	7.00
5x7	5.00	7.00
8x10	6.50	8.50
8.5x11	8.00	10.00
11x14	12.00	14.00
11X17	19.50	21.50

* Sepia toning surcharge for B&W prints is available at extra cost
* Dry-mounting for prints is available at extra cost
2x2 (35mm) SLIDES, B&W or COLOR 5.00 (minimum order 15.00)

35mm BLACK-AND-WHITE MICROFILM

Camera negative, per exposure .50 (minimum 15.00)
Positive film copy, per foot .50 (minimum 15.00; 5.00 if order incl. camera neg.)
Reel and box 2.00 (required for each negative / positive film roll)

STANDARD ELECTROSTATIC "XEROX" COPIES (up to 11x17)
Black & White .25 Laser - Color .79 & up

Prices for Commercial Photoduplication Services (electrostatic copies larger than 11x17, photographs larger than listed above, blue-line or blackline copies, and electrostatic copies from microfilm) are available upon request.

Please note: prices are subject to change without notice.