

CONDITIONS AND FEES SCHEDULES FOR DIGITAL IMAGING SERVICES

1. The University Archivist handles all requests for photographic scanning.
2. The Archives processes requests in the order they are received. Rush service is not available although every effort will be made to complete the request within a reasonable amount of time.

DIGITAL IMAGING SERVICES

Low resolution scans (150-300 dpi) : 1-12 items \$ 4.00 per scan
13-25 items \$ 3.00 per scan

Low resolution images (150 dpi and under) may be e-mailed. High resolution scans are sent on a CD (There is a \$ 3.00 charge per CD)

In addition, there are special use fees. Contact the archives for more information.

For security reasons, the Archives cannot copy files onto disks provided by patrons.

SHIPPING AND HANDLING

Charges for shipping and handling are \$7.00 per order for sending via U.S. Post Registered mail within the United States and Canada. For overseas mailing, please inquire. Researchers are responsible for the cost of sending completed orders by express or local messenger service.