

## Reproduction Fee Schedules

### Photograph Reproduction & Scan Fees

	<i>copy neg.</i>	<i>no neg.</i>	
<b>B&amp;W Prints</b>	<i>on file</i>	<i>on file</i>	<b>Slides</b>
• 5x7 or smaller . . . . .	\$10.05 . . . . .	\$20.85	• Originals less than 11x14 \$9.55
• 8x10 . . . . .	\$12.57 . . . . .	\$23.37	• Originals 11x14-30x40 . . \$11.42
• 8.5x11 . . . . .	\$15.09 . . . . .	\$25.89	• Originals over 30x40 . . . . \$13.87
• 11x14 . . . . .	\$20.75 . . . . .	\$31.54	
• 16x20 . . . . .	\$34.58 . . . . .	\$45.38	

larger sizes by request

### **Digital Files**

- Flatbed & large artwork scanning up to 11x16
  - Flatbed: 300dpi@8x10 in. or smaller . . . . . \$18.23 per image
  - Flatbed: 600dpi@8x10 in. or smaller . . . . . \$33.95 per image
- Large artwork, 3-D items & books (made from digital camera) \$46.53 per image
- CD services Compact disk. . . . . \$5.00

Other types of digital files by request

The above fees include WA state tax and UW overhead charges (but do not include shipping or delivery costs). Fees charged to UW budget numbers are lower. These additional fees may be charged in certain circumstances:

Rush fees—Confirmed rush add 50 - 100% to CSS charges plus Special Collections rush fee.

Handling fees for fragile or rare materials—\$50 per hour (with a ½ hr minimum of \$25)

PLEASE DO NOT PRE-PAY except in the case of large orders totaling over \$200. Discuss with Special Collections staff first before pre-payment is made.

Email: [photos@u.washington.edu](mailto:photos@u.washington.edu) for questions about all CSS and Physical reproduction orders.

### Architectural Drawings (flat), Maps & Other Full-size Reproductions

Flat materials with less than ¼” thickness & unattached to anything

These reproductions are done at the Physical Plant (turn around time is usually 1-2 weeks)

- Paper copies (black & white). . . . . \$ .90 per sq ft.
- Vellum copies (black & white) . . . . . \$1.44 per sq ft.
- Scans (usually done at 200 dpi tiff made on flatbed scanner)
  - Monochrome or color scans. . . . . \$1.03 per sq. ft. of original
  - CD Roms . . . . . \$11.00 (or client provides)

Additional fees:

- *Tax & overhead*—WA state sales tax + 15.6% UW overhead + will be added to the above fees
- *Handling fee*—transporting maps & oversize materials - \$5 will be added to above fees
- *Handling fee*—transporting architectural drawings \$10 will be added to above fees for students/faculty
- *Handling fee*—transporting architectural drawings \$25 will be added for non-student/faculty

Prices **do not** include shipping or delivery costs.

## Photocopies

<b>Photocopy Cost Breakdown</b>		
<b>Prices per Exposure</b>	<b>Standard</b>	<b>Rush (In-person only)*</b>
Books and papers	\$0.25	\$0.50
City Directories / Photographs / Maps / Architectural drawings up to 11" x 17" (If original is larger than 11x17, copies cannot be made. You will need to request a scan from Physical Plant.)	\$.050	\$1.00
Color copies (Books cannot be color-copied. Flat materials copying only.)	\$1.00	\$2.00
Microfilm and microfiche = self-copy	\$0.20	\$0.20
Manuscript finding aids that are not available online	\$0.10	\$0.20
<p><b>Orders over 50(+) exposures: add \$3 processing fee per 50 exposures</b></p> <p><b>Orders to be mailed: add \$2 handling fee to standard USPS mailing rate</b></p> <p><b>Washington residents, add Washington sales tax to above costs</b></p> <p>Payments can be made by cash, check or credit card. (make checks payable to UW Libraries Special Collections.)</p> <p>Patrons ordering copies to be mailed can expect to be invoiced through the mail as well.</p> <p><b>*Rush copy order availability will be determined by staff and is only available to in-person requests.</b></p> <p><b>All orders must be approved by staff.</b></p> <p><b>We do not fax photocopy orders.</b></p> <p><b>Some items cannot be copied.</b></p>		

## Audio duplication

Audio recordings (analog cassettes and tapes, digital CDs, etc.) in Special Collections can only be listened to if a user copy is available. Where a user copy does not exist, one will need to be made, at patron expense. Copies for personal reference use are only provided in digital (CD) format. Other restrictions on copying may also apply.

### Costs:

- Where only an analog tape exists (original or user copy), basic cost for duplication is \$35 per 1/2 hour of original recording, in 1/2 hour increments of recorded sound.
- Where a digital copy already exists (on CD) additional CD copies are \$15 per cd.
- Tax, overhead and shipping—WA state sales tax, 15.6% UW overhead, and any shipping charges will be added to the above fees.
- A \$25 service fee will be added to all audio duplication orders.
- Conservation or other special handling requirements of some materials may incur additional fees and charges.

For other copying formats or needs, consult the Service Desk. We no longer support duplication of analog tape to analog tape.