

Reproduction Price List

All orders must be paid in full before they will be mailed or made available for

pick-up. Patrons will receive an invoice via email and payment can be made online with Visa or MasterCard or by check (make checks payable to UW Libraries Special Collections). Some items cannot be copied.

Fees listed do not include UW overhead at 15.6%, any sales tax, or shipping and handling. Please be aware of turnaround times for processing when placing your order.

Photocopies

Rush copy order availability will be determined by staff and is only available to in-person requests. If original is larger than 11x17, see Oversize price list.

Prices per Exposure

Standard / Rush (In-person only)*

•	Books and papers	/	\$0.50*
•	City Directories / Photographs / Maps / Architectural drawings\$0.50	/	\$1.00*
•	Color copies (Books cannot be color-copied. Flat materials copying only.)\$1.00	/	\$2.00*
•	Manuscript finding aids that are not available online\$0.10	/	\$0.20*
•	All 11x17 photocopies\$0.50	/	\$1.00*
•	Orders to be mailed\$2 har	dling	fee &USPS postage

- Orders of 101 200 exposures......\$10 processing fee
- Orders of 201 300 exposures.....\$20 processing fee
- Orders of 301(+) exposures.....\$75 processing fee

Turnaround time is usually **2-3 weeks** from the time the order is received and verified. Orders of 301(+) will take longer. All orders must be approved by staff. We do not fax photocopy orders. Some items cannot be copied.

Oversize Architectural Drawings, Maps & Other Full-size Reproductions

For materials larger than $11" \times 17"$, less than $\frac{1}{4}"$ in thickness, without backing, and unattached to anything.

Scans (usually done at 200 dpi tiff made on flatbed scanner) charged based on the actual processing time spent. The hourly rate is \$45.00 per hour. The minimum charge is 0.25 hours (\$11.25). Additional time will be charged in 15-minute increments.

•	Handling fee for architectural drawings	. add \$15
•	Handling fee for maps & other oversize materials	. add \$5
•	Rurn scans to CD or DVD (price per disc)	\$11.00

Burn scans to CD or DVD (price per disc).....\$11.00

Turnaround time is **2-3 weeks** from the time the order is received and verified. Large orders will take longer. Email spcinvcs@uw.edu or phone (206) 543-1929 with questions.



Scans and Digital Prints

Flat items 11" x 17" or smaller, 3-D objects, and books.

Digital Files

Flatbed scanning up to 11x17

•	Flatbed: 300dpi@8x10 in	\$20.00 per	rimage
•	Flatbed: 300dpi@11x14	\$27.00 pe	r image
•	Flatbed: 300dpi@16x20	. \$35.00 pe	r image

3-D items & books (from digital camera)

Delivery Methods

- Burn scans to CD or DVD (per disc)......\$11.00
- Online deliveryfree

Other resolutions and sizes available on request. Please inquire.

Digital Prints

B/W or color Inkjet Prints on archival paper

•	8x10 print (or smaller)	.\$28.00
•	11x14 print	.\$37.00
•	16x20 print	.\$58.00

Larger format poster prints are available.

The above digital image files are delivered online or burned to CD/DVD for pickup or mailing. Prints are available for pickup or mailing. Turnaround time is **2 weeks** from the time of payment. Large orders will take longer. Email photos@uw.edu with questions.

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. Please inquire at the reference desk.

Prices:

•	Listening copy saved to CD	
•	Handling fee	\$25.00 handling fee.
•	Additional copy saved to CD	\$15.00

Note: CD's are available for pickup or mailing. Turnaround time is **3 weeks** from the time the order is received and verified.