UNIVERSITY LIBRARIES
UNIVERSITY of WASHINGTON

Reproduction Price List

Photo Reproduction & Scan Fees

These reproductions are done at Classroom Support Services (CSS). Turnaround time is usually 3 weeks, large orders will take longer.

B&W Prints

- 8x10 or smaller $23.12
- 8.5x11. . . . . $28.90
- 11x14 . . . . . $32.37
- 16x20 . . . . . $42.77

Larger sizes by request

Color Inkjet Prints

(Archival color or Sepia Digital Inkjet Prints)

- 8x10 or smaller $28.90
- 8.5x11. . . . . $31.21
- 11x14 . . . . . $38.15
- 16x20 . . . . . $69.36

Digital Files

- Flatbed & large artwork scanning up to 11x16
  - Flatbed: 300dpi@8x10 in. or smaller. . . . . $19.65 per image
  - Flatbed: 300dpi@11x14 . . . . . $31.21 per image
  - Flatbed: 300dpi@16x20 . . . . . $42.77 per image
- Large artwork up to 30x40", 3-D items & books (from digital camera)
  300dpi up to ~100mb . . . . . $40.46 per image

Other resolutions available on inquiry.

Digital Delivery Formats

- Burn scans to CD (per CD). $4.62
- Burn scans to DVD (per DVD) $6.94
- Email/FTP upload (per email) $1.73

The above fees **do not** include sales tax, shipping or delivery costs. Fees charged to UW budget numbers are lower. 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* for questions about all photo reproduction orders (CSS).

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. Turnaround time is usually 1-2 weeks.

- Paper copies (black & white). . . . . $1.04 per sq ft.
- Vellum copies (black & white) . . . . . $1.66 per sq ft.
- Scans (usually done at 200 dpi tiff made on flatbed scanner)
  - Monochrome or color scans . . . . . $1.19 per sq. ft. of original
  - CD Roms . . . . . $12.72 (or client provides)

Additional fees:

- Washington state sales tax will be added to the above fees.
- *Handling fee*—$5 will be added to above fees for transporting maps & oversize materials.
- *Handling fee*—$10 will be added to above fees for transporting architectural drawings (student/faculty).
- *Handling fee*—$25 will be added to above fees for transporting architectural drawings (non-student/faculty).

Prices **do not** include sales tax, shipping or delivery costs.

Special Collections, University of Washington Libraries, Box 352900, Seattle, WA 98195-2900; Phone (206) 543-1929; Fax (206) 543-1931; Email photos@uw.edu

Photocopies

Photocopy Cost Breakdown		
Prices per Exposure	**Standard**	**Rush** (In-person only)*
Books and papers	$0.25	$0.50
City Directories / Photographs / Maps / Architectural drawings (If original is larger than 11x17, copies cannot be made. You will need to request a scan from Physical Plant.)	$0.50	$1.00
All 11x17 photocopies	$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
Microfilm and microfiche = self-copy	$0.20	$0.20

Orders over 50(+) exposures: add $2 processing fee per 50 exposures

Orders to be mailed: add $2 handling fee to standard USPS mailing rate

Washington residents, add Washington sales tax to above costs

Payments can be made by cash, check or credit card.
(make checks payable to UW Libraries Special Collections.)

Patrons ordering copies to be mailed can expect to be invoiced through the mail as well.

***Rush copy order availability will be determined by staff and is only available to in-person requests.**

All orders must be approved by staff.

We do not fax photocopy orders.

Some items cannot be copied.

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), the basic cost for duplication, plus archival and listening copies, is $50 per 60 minute CD.
  - A $25 service fee will be added to these audio duplication orders.
- Where a digital copy already exists (on CD) additional CD copies are $15 per CD.
  - No service fee will be charged for duplications of existing digital copies.
- Washington state sales tax, UW overhead, and any shipping charges will be added to all of the above 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.