

AMERICAN HERITAGE CENTER DUPLICATING SERVICES	<p style="text-align: right;">Effective 7.1.2024</p>
On-Site /Patron Self-Service Photocopies, per page Scanning (on AHC equipment only), per page Photography (with own camera, no flash)	<p style="text-align: right;">.20 no charge no charge</p>
Remote Research Services/Reference Requests Up to 60 minutes of research per request. Additional fees apply for duplication services. More extensive research needs may be met by on-site research, fee-based-zoom research sessions (*RRAD), or referred to local proxy researchers (who are hired independently of the AHC). *RRAD, Remote Research and Discovery	<p style="text-align: right;">no charge</p>
Duplication Polices Duplication can only be completed if condition of original permits. ½ payment is due in advance of work being started on all orders where the quantity ordered exceeds 100, or total fees exceed \$100.00. Interest charges to accounts over 60 days in arrears will be at the market rate (to be determined by the University Controller). Surcharge for labor intensive transfers/duplication (archivist will advise).	<p style="text-align: right;">30.00</p>
Digitization Services by AHC Staff PDF Scans, per page, limit of 250 pages, Up to 11x17" Digital Imaging (typically photos and photo negatives), up to 11x17", 300 dpi or higher, per item. Toppan Rare Book Library Holdings, per hour half-hour (minimum charge) hourly Oversize (typically flat items such as maps, blueprints, etc), up to 42" wide per square foot, limit of 100 square feet 300dpi 600 dpi	<p style="text-align: right;">1.00 15.00 20.00 35.00 3.00/square foot 5.00/square foot</p>

<p>Born Digital, billed per disk (typically unprocessed materials) or per transfer (typically processed materials)</p> <p>Special Format, per page, limit of 250 pages. For fragile items and special formats such as bound volumes, diaries, scrapbooks, etc.</p> <p>Audio-Visual, per hour half-hour minimum hourly</p>	<p>10.50</p> <p>3.00</p> <p>20.00 35.00</p>
<p>Photographic Prints, per item</p> <p>Up to 8x10" print Up to 13x19" print 16"x20" print 20"x24" print 24"x30" print 24"x36" print 30"x40" print</p> <p>Default paper: semi-gloss. Light-weight matte or heavy-matte papers available upon request</p> <p>Optional minor re-touching (dust and scratches), per hour (one hour minimum, estimates provided)</p>	<p>22.00 35.00 40.00 50.00 70.00 85.00 100.00</p> <p>20.00</p>
<p>Oversize Camera Photography, per hour For items such as maps, architectural drawings, paintings; items too fragile for scanning, and 3D artifacts. One hour minimum Includes setup and takedown.</p>	<p>75.00</p>
<p>Other Services and Fees</p> <p>Research Assistant, and RRAD*/zoom session, as available</p> <p>Minimum Rush Fee (to move request to the top of the queue and begin research) . Rush orders cannot be guaranteed, and are accepted as time/resources permit. The number of days needed to process a rush request varies.</p> <p>Rush Fees for all Duplicating Services</p> <p>Shipping charges are estimated from applicable vendor website</p> <p>*RRAD, Remote Research and Discovery Session</p>	<p>15.00</p> <p>30.00</p> <p>Plus 50%</p>
<p>Commercial Use Fees Payment of commercial use fees does not grant copyright or licensing to reproduced materials.</p>	

<p>Non-Profit Use Fees Any use of materials that falls reasonably under fair use guidelines (Section 107) of U.S. Copyright Law, including use for non-profit teaching, scholarship, or academic research <i>or</i> for non-profit print, display, or exhibition use.</p> <ol style="list-style-type: none"> 1. Use fee per image for non-profit use: 2. Use fee per 30 seconds of audiovisual run time for non-profit use: 	<p>No charge No charge</p>
<p>For-Profit Use Fees Any use of materials for commercial, for-profit use, including use for commercial publications, films, internet-streamed content, or the production of memorabilia.</p> <p>Imaging</p> <ol style="list-style-type: none"> 1. For-profit educational, scholarly, or academic publications: <ol style="list-style-type: none"> a. Less than 5,000 copies b. 5,000-10,000 copies c. 10,001-25,000 copies d. More than 25,000 copies 2. T-shirts, posters, postcards, greeting cards, calendars, and other products: 3. Commercial publication of books and eBooks: <ol style="list-style-type: none"> a. Less than 5,000 copies b. 5,000-10,000 copies c. 10,001-25,000 copies d. More than 25,000 copies 4. Commercial publication of magazines or serials: <ol style="list-style-type: none"> a. Circulation of 1-49,000 b. Circulation of 50,000-99,999 c. Circulation of more than 100,000 5. Commercial production of motion pictures or television: 	<p>10.00/per image 15.00/per image 35.00/per image 50.00/per image</p> <p>175.00/per image</p> <p>15.00/per image 50.00/per image 75.00/per image 100.00/per image</p> <p>40.00/per image 75.00/per image 100.00/per image</p> <p>100.00/per image</p>

6. Commercial advertising use:	150.00/per image
7. Display at a commercial establishment:	35.00/per image
<i>Audiovisual</i>	
1. Use fee for for-profit educational theatrical, television broadcast, or internet-streamed content per 30 seconds of run time:	50.00
2. Use fee per 30 seconds of run time for for-profit, commercial production of motion pictures or television:	250.00
3. Use fee per 30 seconds of run time for commercial advertising use:	300.00

*RRAD, Remote Research and Discovery Session

Questions?

Please contact American Heritage Center, Reference Services Unit, for Assistance.

307-766-3756

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