

SCHEDULE OF FEES
SPECIAL COLLECTIONS AND ARCHIVES
GEORGIA STATE UNIVERSITY LIBRARY

Photocopies*: **25 cents for letter and legal size**
 30 cents for 11 X 17

Some photocopy requests may require 24 hours or more for completion, such as: requests for 25 pages or more, documents that require special handling, or requests placed after 4:00 p.m.

Service Fee: **\$15.00 per order for work done by an outside facility**

B&W Photographic Prints: **Minimum lab fee is \$25.00**
 \$13.75 for 5 X 7
 \$13.75 for 8 X 10; \$6.90 for each additional copy
 \$21.00 for 11 X 14; \$10.50 for each additional copy

When a 4X5 copy negative must be made there will be an additional charge of \$11.75. Copy negatives and transparencies will remain the property of Special Collections and Archives.

Duplicating items with own equipment: Fee for each session begins at \$25.00 for copying 1 to 25 images, and increases at the rate of \$25.00 for each additional increment of up to 25 images (26 - 50 images is \$50, 51 -75 images is \$75, etc.)

Slides: **\$6.50 each**

Digital Scans: **Image scan\$5.00 each**
 Computer diskettes.....\$1.00 each
 CD.....\$3.00 each
 Digital print, laser print, black & white.....50 cents each
 Digital print, glossy photo paper,
 Black & white or color.....\$2.00 extra
 PDF (check with curator to see if this is available)....\$5.00each

Computer Diskettes: **Finding aids on diskette are \$5.00 per disk**

Audio Tapes: **\$12.00 for 60-minute or 90-minute cassettes**

Digital Audio: **Dub from cassette to audio file (MP3, etc.).....\$12 each**
 Dub of audio file from CD to CD.....\$5 each

Video Tapes: **\$13.00 for duplication onto VHS**

Faxes: **\$5.00 for sending every 10 pages (No charge for providing introductory information at time of initial contact).**

Postage and Handling: **Total order cost is \$10** or less.....add: \$2.00**
 Total order cost is between \$10 & \$20.....add: \$3.00
 Total order cost is \$20 or more.....add: \$4.00
 Certified mail (Large orders).....add: \$7.00
 Electronic transfer of digital files.....add: \$2.00 each
 On request, we can accommodate rush mailings

Please allow at least 10 working days for the completion of all photographic or audio reproduction orders.

There will be an additional charge of \$30.00 per item for commercial projects and a charge of \$10.00 per item for University Press projects.

*Photocopy orders less than \$1.00 are free.