

Special Collections Duplication Price List – Effective July 1, 2009

Note: In addition to prices given below, a **processing fee** may apply: No processing fee will be charged if requestor comes to the library and, in person, identifies materials, places order, and pays for it upon completion of order.

A minimum of \$5 will be charged if requestor identifies materials and places order in person, but is billed.

A minimum of \$10 will be charged if a staff member handles entire process.

If applicable, postage will be added at cost.

Service type	Price
Self-service electrostatic copies (aka photocopies)	.05/page letter or legal .10/page ledger .25/page microprints Note: emailed self-service scans are free.
Staff-produced copies from book/journals with call numbers	.30/page letter or legal .50/page ledger
Staff-produced copies (either low-resolution digital or paper) from manuscript materials	.50/image, any size .50/page letter or legal .70/page ledger Additional charges: \$10 for orders of 51–100 copies; \$20 for 101-150; \$30 for 151-200, etc.
Staff-produced copies from microforms	.80/page all sizes
Scans of paper originals processed by Digital Services	\$5/scan delivered by email or file download. Additional charge of \$5 for CD/DVD delivery, per CD/DVD. Order must be accompanied by a Scanning Request Form .
Staff-produced scans from microfilm	\$10 minimum for 1 to 10 scans, plus \$1 per scan thereafter. Files delivered by email or file download. Limit of 30 scans.
Remote digital access of microfilm	\$20/session. Contact Public Services in advance to schedule.
Microfilming of library materials	Varies according to amount filmed. \$25 to prepare an estimate. Charge will be \$110/reel plus a per page rate. Estimate valid for 90 days. If film is ordered within that

	period, the \$25 will be applied to the total cost.
Duplication of microfilm, negative held by LSU	\$110 per reel
Photographic prints, 5 x 7"	\$15 each; \$7 for each additional print from same negative at the same time
Photographic prints, 8 x 10"	\$25 each; \$12 for each additional print from same negative at the same time
Photographic prints, 11 x 14	\$40 each; \$20 for each additional print from same negative at the same time
Cassette to cassette	\$10 per tape
Cassette to digital audio file	\$10 minimum + \$10 per hour of tape
Reel to reel, reel to cassette, cassette to reel	\$100 per hour of tape
Interview transcript (pdf) from pre-existing digital file	\$5 per interview session
Interview transcript (pdf) from paper transcript with OCR	\$5 minimum for up to 10 pages, plus \$0.25/page thereafter