

WHAT YOU NEED TO KNOW ABOUT DUPLICATING SPECIAL COLLECTIONS MATERIALS

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Photographic materials. As with manuscript materials, photographs should never be removed from their folders or protective sleeves. Photocopying of photographs is not allowed. In some cases, with prior approval, self-service photography (no flash) is allowed. Please consult a staff member for help in placing your order.

Fees. Fees for duplications services are listed on the back of this sheet.

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<http://www.copyright.cornell.edu/resources/docs/copyrightterm.pdf>

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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 identifies materials, places order, and pays for it in person 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
Staff-produced copies from book/journals with call numbers	.30/page letter or legal .50/page ledger
Staff-produced copies from manuscript materials	.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 originals processed by Digital Services	\$5/scan delivered by email or file download. Additional charge of \$5 for CD/DVD delivery, per CD/DVD
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