

Service Fees

The following services are available at the Archives Service Center. Most services take 5-10 business days to complete unless otherwise noted. A **\$25.00 RUSH** fee shall be assessed on all orders requiring delivery in less than 24 hours. (Service Fees last updated: March 2011)

PHOTOCOPIES:

<u>Format:</u>	<u>Rate:</u>
Black/White	\$0.25 per page
From Microfilm	\$0.25 per page
Color	Price varies due to outsourcing. A flat fee of \$10.00 shall be charged for the handling and delivery to the outside vendor.

Shipping Fees for Photocopies:

<u>Pages:</u>	<u>Cost:</u>
0-200	\$ 6.00
Over 200	\$ 6.00 plus \$1.00 for each additional 50 pages

PHOTOGRAPHIC PRINT REPRODUCTION:

<u>Print Format:</u>	<u>Cost:</u>
5 x 7 Black/White or Color	\$17.00
8 x 10 Black/White or Color	\$25.00
11 x 14 Black/White or Color	\$36.00
16 x 20 Black/White or Color	\$60.00

Additional sizes available upon request.
 Images are available in a Glossy or Matte finish and with or without full frame borders.

MAP/BLEUPRINT REPRODUCTION:

Prices range from \$77.00 to \$135.00 (exact pricing on request).

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DIGITAL IMAGES:

<u>Format:</u>	<u>Cost:</u>	<u>Note:</u>
Book/Manuscript page:	\$5.00	Cost includes any digitization required and CD-R/DVD-R or electronic transfer.
Photographic image:	\$25.00	
Map Plate	\$25.00	

AUDIO/VIDEO DUPLICATION:

<u>Format:</u>	<u>Cost:</u>
Audio CD (MP3)	\$20.00
DVD Transfer	\$25.00
Film Transfer	Pricing on Request
Audio Tape	\$15.00 First Tape \$5.00 Each Additional Tape
VHS Dub	\$25.00
Beta Master:	Pricing on Request

If a DVD copy does not currently exist, this fee is in addition to costs incurred for footage transfer.

SHIPPING CHARGES:

<u>Item:</u>	<u>Cost:</u>
Photographic Prints (5x7 – 11x14)	\$6.00
Photographic Prints (16x20 and up)	\$15.00
Audio/Video Materials	\$6.00
Map Reproductions	\$15.00

Shipping prices are for within the continental United States.
 Map reproductions and film transfers are completed within 4-6 weeks.

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USAGE FEES:

Image Use:

Non-profit	\$25.00 for the first image \$10.00 for each additional image *Must provide proof of non-profit status.
For-profit	\$75.00 for the first image \$50.00 for each additional image
Re-Use	Charged at 50% of original fee

University of Pittsburgh offices or departments will not incur a publication or usage fee for the use of photographs for University purposes.

Note: Permission to publish is limited to publication in one instance one time. Use of the same image more than one time (i.e. publishing the same image in advertisement in the same journal in more than one issue) is viewed as publishing the image more than once and will incur additional fees. All requests to publish must be in writing.

Film, Videotape, and Audio Tape:

A one-time non-exclusive use publishing fee plus the cost of duplication will be charged as follows for all moving image footage and audio.

Domestic Market Use	\$200 per minute. Minimum usage of 30 seconds. Minimum cost \$150.
Foreign Market Use	\$300 per minute. Minimum usage of 30 seconds. Minimum cost \$200.

University of Pittsburgh offices or departments will not incur a publication or usage fee for the use of film, videotape, or audiotape for University purposes.

Fees are non-negotiable. Payment of fees is required before the material may be published. The ASC reserves the right to limit or deny the usage of any item in its collection for any reason.

OTHER SERVICES:

Coroner Case Files	\$12.00 per file (includes postage and handling) Fee applies to U.S. mail and email requests. Standard photocopy charges apply for patron research onsite.
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