

## 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: November 2008)

### 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>
0-50	\$ 5.00
51-100	\$ 7.00
101-150	\$ 9.00
151-200	\$10.00
201-500	\$15.00
Over 500	\$15.00 plus \$1.00 for each additional 50 pages

### PHOTOGRAPHIC DUPLICATION:

<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	\$55.00

Additional sizes available upon request.  
 Black/White or Color images are available in a Glossy or Matte finish.

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### DIGITAL IMAGES:

**Format:** **Cost:** CD-R/DVD-R is included in the cost.

Digital Image \$25.00

Note: If no digital image currently exists or the item needs to be rescanned, a Scanning Fee will be charged.

Scanning Fee \$ 1.00 per manuscript page  
\$10.00 per photographic image

### AUDIO/VIDEO DUPLICATION:

**Format:** **Cost:**

Beta Master: Pricing on Request

VHS Dub \$25.00

Film Transfer Pricing on Request

Audio Tape \$15.00 First Tape  
\$5.00 Each Additional Tape

MP3 \$20.00

DVD \$25.00  
If a DVD copy does not currently exist, this fee is in addition to costs incurred for footage transfer.

### MAP/BLEUPRINT DUPLICATION:

**Format:** **Cost:**  
Map Scanning \$25.00 for first map  
\$10.00 each additional

Please note: Price may change depending on actual service required. Scanning is only offered for maps up to 34" x 49".

Map Duplication Pricing on request

Blueprint Duplication Pricing on request

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### USAGE FEES:

#### Photographs:

Non-profit	\$25.00 per image	Must provide proof of non-profit status.
For-profit	\$75.00 per image	

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.

#### Interlibrary Loan – Microfilm

Non-profit Institutions	\$15.00 per reel
For-profit Institutions	\$20.00 per reel

Only microfilm for which ASC possesses camera negatives will be loaned. Only five (5) microfilm reels at one time shall be loaned to a patron and such loans will only be made through an academic, public, special, or corporate library at the Interlibrary Loan Rates used by the University Library System.