Reproduction Fee Schedule

SCPC reserves the right, at its discretion and without explanation, to set special prices on material involving unusual difficulty. For more information, please see our Photography and Digital Imaging Services Policy.

Please Note: Fees are slightly higher for offsite requests requiring staff to perform research and locate material to be duplicated.

Photocopy and Imaging Services

☐ Photocopy (size up to 8 ½” x 14”) ........................................................................................................... $ .35
☐ Photocopy (offsite requests) ....................................................................................................................... $ .75

☐ Digitized Photo (per image, 300 ppi) ........................................................................................................ $5.00
☐ Digitized Document (per page) .................................................................................................................. $ .75

Use Fee

A use fee of $25.00 applies to each item that is to be published. This includes placing items on the internet. A complimentary copy of any publication using material from SCPC is to be presented to SCPC as soon as the work is published.

Postage and Handling Fees

• A postage & handling charge of $3.00 applies to all orders mailed by SCPC.
• Large orders may be mailed in batches; each mailing will incur the $3.00 charge.
• For microfilm duplication orders, there is a flat mailing fee of $3.00 for up to three rolls, and $1.00 per additional roll.

Payment

• SCPC accepts checks or money orders which should be made payable to:
  
  Thomas Cooper Library – SCPC

• Cash is accepted in payment on-site.
• SCPC cannot accept credit cards.
Other Services

Photographic Prints

☐ Black and white up to 8” x 10” ................................................................. $10.00
☐ Black and white 11” x 14” ................................................................. $15.00
☐ Color print up to 8” x 10” ................................................................. $35.00
☐ Color print 11” x 14” ..................................................................... $38.00

Audio and Video

☐ Audiocassette............................................................................... $12.00
☐ CD from analog source................................................................. $15.00
☐ CD from digital source................................................................. $5.00
☐ VHS tape..................................................................................... $12.00
☐ DVD.............................................................................................. $15.00
☐ Duplicate microfilm from USC productions only (per roll)
  Silver Positive............................................................................... $25.00
  Diazo.............................................................................................. $15.00