

## Archives and Special Collections Duplication Price List

### Photocopy / Scan to PDF

Photocopies and scans to pdf are available in black / white or color, depending on the original, in sizes 8.5x11, 8.5x14 and 11x17. The quality of a pdf scan is similar to that of a photocopy. *For scans of materials larger than 11x17, see "high resolution and large format" scan prices.*

<i>Type of Duplication</i>	<i>Price per Page</i>
Photocopy or PDF scan – black / white or color (unbound items 11x17 or smaller)	\$0.25
Engineering copy – black / white per page (items larger than 11x17)	\$5.00
Bound Materials (not all bound materials are suitable for copying)	\$1.00
Microfilm – black / white per Exposure	\$30.00 for 1st hour, \$15.00 each consecutive 1/2 hour +\$0.25 per page (if requesting a printed copy)

### High-Resolution and Large Format Scans

Our high-resolution and large format scans, provided as tiff files, have a standard minimum DPI of 300. You may request a higher or lower DPI for no extra charge.

<i>Type of Original Material to Duplicate</i>	<i>Price per Item</i>
Original Item (11x17 or smaller)	\$8.00
Large Format Item (larger than 11x17)	\$15.00

*For University of Montana students requesting high-resolution scans for course work, the price is \$4.00 per item, or \$7.50 for oversize items up to 20 items per year.*

### Prints

We provide print images from a digital scan onto high-quality photographic paper. Prints are available as black and white, color, or sepia tone.

<i>Print Size Requested</i>	<i>Price per Item</i>
4x5	\$10.00
5x7	\$10.00
8x10	\$15.00
11x14	\$25.00
16x20	\$35.00
Larger than 16x20	\$3.00 per square foot + \$35.00

## Audio / Video Duplication

<i>Type of Original Material to Duplicate</i>	<i>Media Transferred to</i>	<i>Price per Item</i>
VHS	DVD or Digital Download	\$35.00
DVD or digital file (mp4)	DVD or Digital Download	\$16.00
Other video format (such as 16mm or Video 8)	DVD or Digital Download	Vendor cost + \$15.00
Audio cassette	CD or Digital Download	\$15.00
Reel-to-reel audio tape	CD or Digital Download	\$25.00
CD	CD or Digital Download	\$8.00

## Rush Fees

*Archives and Special Collections reserves the right to refuse rush orders depending on the order size, material type, or requested timeframe.*

<i>Type of Rush</i>	<i>Fee</i>
Rush (less than 5 business days)	50% of total order cost
Super Rush (less than 2 business days)	100% of total order cost

## Shipping

### ***Locations within the U.S.***

<i>Type of Material to Ship</i>	<i>Price</i>
Flat Rate	\$1.00
Photocopies (orders up to \$5.00)	\$1.00
Photocopies (orders between \$5.01 and \$15.00)	\$5.00
Photocopies (orders between \$15.01 and \$25.00)	\$8.00
Photocopies (orders between \$25.01 and \$50.00)	\$12.00
Photocopies (orders over \$50.00)	25% of total order price
Prints (under 11x14)	\$7.00
Prints (11x14 and larger)	\$10.00
CD or DVD	\$4.00

If you have a FedEx account number, we can ship using that so you will not be charged shipping.

<i>Additional</i>	<i>Price</i>
Locations outside the U.S.	Vendor cost + \$5.00
Expedited	Vendor cost + \$5.00

*For locations outside the U.S., we ship all orders via a traceable method.*