

FEE SCHEDULE FOR REPRODUCTION SERVICES

U.S. Army Heritage and Education Center (USAHEC)
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USAHEC Copy Center services include reproduction of most books, manuscripts, microforms, photographs, and film held in our collections. There are fees associated with each type of reproduction; payment must be made in advance in the form of a credit card transaction (Visa or MasterCard,) check or money order **made payable to MHI Fund**, or a bank funds transfer. Banking information will be provided upon request.

Foreign patrons must pay using U.S. currency, and in a form that will clear through U.S. banks.

Checks returned for insufficient funds will entail a \$25.00 processing fee in addition to the cost of the original order.

Associated fees for each type of reproduction are listed below for informational purposes only (please note that prices may be subject to change.) As each request is unique, we ask that you submit a request by email or in writing for all reproduction services and a quote will then be provided with instructions on how to proceed. Please include as much identifying information as possible with each request.

Below are the fees associated with the different types of reproduction services offered:

1: REQUEST FOR REPRODUCTION OF PHOTOGRAPH(S)

We reproduce photographs either as a high quality digital scan emailed to the patron, or as a black and white digital print mailed to the patron via USPS. Photographs not previously digitized are scanned at 600 dpi and saved in a jpeg or tiff format. Previously digitized photographs may have been scanned at only 300 dpi or 400 dpi; if the patron requires a new scan of this particular photograph, the fee for this service will be as a non-digitized photograph.

- 1) Fee for digitized photograph \$20.00
- 2) Fee for non-digitized photograph \$35.00
- 3) There is an additional charge of \$3.00 to save the photograph to a CD.
- 4) Photocopy of a photograph is \$1.00 per image (with a minimum of \$5.00 if not on-site).
- 5) Low-resolution scan of a photograph (150 dpi with mark) is \$1.50 per image (with a minimum of \$8.00 if not on-site).

- 6) Rush Orders
- | | |
|-------------------------------|--------------------|
| Three business day rush order | |
| 1 to 5 photographs | \$20.00 extra |
| Over 5 photographs | 100% of total cost |
| One business day rush order | |
| 1 to 5 photographs | \$50.00 extra |
| Over 5 photographs | 200% of cost |

2: REQUEST FOR REPRODUCTION OF PRINTED MATERIAL

- 1) Onsite, self-service reproduction fee is \$0.25 per page.
- 2) Onsite Copy Staff reproduction fee is \$0.50 per page.

[NOTE: For offsite requests, we provide either a photocopy that will be mailed to the patron via USPS, or send the reproduction electronically by email (or FTS if too large a file) in pdf format. Please note that large orders for Foreign Patrons will be reproduced as a scan only.]

3) *Non-Digitized Material*

- a) Fee for photocopy reproduction:
 - 1 - 12 pages \$10.00
 - 13 – 25 pages \$20.00
 - 26 – 37 pages \$30.00
 - Over 37 pages \$0.80 per page
 - Oversized material is \$1.50 per image
- b) Fee for high speed, low resolution scan reproduction:
 - 1 to 10 pages \$10.00
 - 11 to 20 pages \$20.00
 - 21 to 30 pages \$30.00
 - Over 30 pages \$1.00 per page
 - Oversized material is \$2.00 per image
- c) Fee for high resolution scan reproduction:
 - 1 to 10 pages \$15.00
 - 11 to 20 pages \$30.00
 - 21 to 30 pages \$45.00
 - Over 30 pages \$1.50 per page
 - Oversized material is \$3.00 per image

4) *Digitized material*

- a) Fee for photocopy reproduction:

- 1 - 20 pages \$12.00
 - Over 20 pages \$0.60 per page
- b) Fee for electronic attachment to email:
- 1 - 20 pages \$10.00
 - Over 20 pages \$0.50 per page
- c) Fee for copy file to CD:
- 1 - 20 pages \$10.00 + \$3.00 for CD
 - Over 20 pages \$0.50 per page + \$3.00 for CD
 - Digitized material

5) *Rush Orders*

- a) Three business days rush order
- 1 to 10 pages of information \$20.00 extra
 - Over 10 pages of information 100% of total cost
- b) One business day rush order
- 1 to 10 pages of information \$50.00 extra
 - Over 10 pages of information 200% of cost

3: REQUEST FOR REPRODUCTION OF MICROFILM/FORM MATERIAL

- 1) Offsite by Copy Center
- a) *\$65.00 for all or part of 1st hour (then \$16.50 for each ¼ hour)
 - b) Cost for CD is \$3.00
 - c) Cost for DVD or Jump Drive is \$5.00
- 2) Rush Orders
- | | |
|---------------------------------|--------------------|
| Three businesses day rush order | 100% of total cost |
| One business day rush order | 200% of cost |

*This includes the printing of material

4: REQUEST FOR REPRODUCTION OF AUDIO/VISUAL MATERIAL

- 1) P2 Video to DVD
- a) Make video and transfer to DVD \$65.00 for all or part of 1st hour
 - b) Each additional 15 minute increment \$9.25
- 2) Audio
- a) Audio sent by email attachment \$60.00 for all or part of 1st hour
 - b) Audio copied to CD and mailed \$63.00 for all or part of 1st hour

c) Each additional 15 minute increment	\$15.00
3) Visual (Film)	
a) Film downloaded to DVD:	\$70.00 for all or part of 1 st hour
b) Film sent via EFT	\$65.00 for all or part of 1 st hour
c) Each additional 15 minute increment	\$16.25

NOTE: Editing of film is not included in these prices; any editing of film is priced per request.

4) Rush Orders

Three business day rush order	100% of total cost
One business day rush order	200% of cost

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