



BOISE STATE UNIVERSITY

## Special Collections and Archives Fee Schedule

Albertsons Library, Special Collections and Archives offers scanning and photocopying of select materials. Fees are subject to change.

- Scans can be emailed, placed on CD (\$1.00), copied to a personal thumb drive, or sent file sharing sites such as Dropbox or Google Drive. A staff member may limit the transfer type.
- Delivery time can vary based on quantity and availability of equipment.
- Staff reserves the right to limit the number of scans per patron.
- Staff will not scan items if it will cause damage to the material.
- Researchers are responsible for complying with copyright law (Title 17 U.S. Code).
- Requests pertaining to athletics may need approval from Trademark Licensing and Enforcement, Office of General Counsel. There may be additional charges.
- Each request for publishing is approved by the Head of Special Collections and Archives. Fees vary based on content and purpose for publishing. Please send all publish requests to [archives@boisestate.edu](mailto:archives@boisestate.edu) with explanation of the project.
- Taxes may apply to some requests.

### Scanning and Copying

Photocopy: \$0.15 per page

Low-res PDF copy: \$0.15 per page

High Res scan: \$2.00 per image

Transfer to CD: \$1.00

Mailing charge: \$5.00

Requests over 100 copies/PDF scans will incur an additional \$15/hour charge

Requests over than 25 image scans will incur an additional \$15/hour charge (\$4.00 per image)

Reproduction services do not include permission to publish. A separate request is required.

### Visual Reproduction

DVD to DVD duplication: \$10.00 per DVD

VHS or 3/4" tape to DVD: \$30.00 per DVD. (we cannot convert Betamax)

16mm film to DVD: \$75 per reel (limit four reels per month per patron)

Reproduction services do not include permission to publish. A separate request is required.

Reproductions may take up to one month to complete.

### Audio Reproduction

CD to CD duplication: \$10 per CD

Cassette tape to CD: \$30 per CD

Reel to reel, record album to CD: \$60

Reproduction services do not include permission to publish. A separate request is required.

Reproductions may take up to one month to complete.

### Discounts

Boise State Faculty, Staff, Students: \$10 free per academic year.

### Copyright Notice

Copyright laws (Title 17, US Code) apply to all scans and copies.

Scanning may be limited by copyright and digital marks may be added to images.