

Digitization Fee Schedule

Digitization is done on an Epson Expression 1000 XL flatbed scanner or an Atiz overhead scanner using two Canon Digital Rebel SLR Cameras. Digitization prices are based on the rarity of items, time spent, and space considerations. Scans of smaller items will be completed within 48 hours. Scans of books and digitized audio and video will be completed within 2 weeks. Larger requests may require additional time. Please contact the library regarding rush requests.

All jobs must be prepaid.

Users are responsible for reviewing the copyright status of items digitized. The library will comply with all applicable copyright laws.

Images- 300DPI JPEG	Cost for Non-Affiliated Users
Previously Digitized Images	\$5.00
Digitization on demand of an Image	\$15.00

Digitizing Text – 300 dpi Grayscale JPEG	Cost for Non-Affiliated Users
Previously Digitized Book	\$0.00
Digitized on demand - book	\$20.00 per 100 pages
Digitized on demand – Papers, manuscripts	\$1.00 per page

For all Print Materials (Images and Text)	Cost for Non-Affiliated Users
Content on DVD	+\$5.00
Content on CD	+\$2.50
Content on user supplied USB	+\$1.00
Content for Publication, circulation 5,000+	+ \$25.00
Content for Publication, circulation 10,00+	+ \$50.00
Postage	At cost

Audio and Moving Images	Cost for Non-Affiliated Users
Previously Digitized Audio and Moving images	\$15.00
Digitization Upon Request- Moving Images	\$40.00
Digitization Upon Request- Audio	\$35.00
Digitization for use by Media Outlets	\$50.00