

REPRODUCTION AND DUPLICATION FEE SCHEDULE

The following rates reflect fees for routine and in-house reproduction or digitization of materials from UNT Special Libraries and the delivery of digital access copies *for personal research only*. Additional labor costs will be charged for materials that require more extensive repair or handling to facilitate reproduction or reformatting. Special Libraries staff will notify you for approval before this work is done. Please see the following page for more information regarding the digitization of film and video. Please be advised this fee schedule is subject to change.

**To limit the spread of COVID-19, UNT Special Collections has expanded our remote access options to reduce the need for in-person research visits to our reading room. In Fall 2020 we will be offering the following remote access options for a reduced fee as specified:

Fall 2020 Rate for High Resolution Color Scans – Text Documents*

1-100 Items	101+ Items
FREE	\$.10/pg

*As allowed under copyright law for published and protected works.

Fall 2020 Rate for High Resolution Color Scans – Photographs and Negatives

1-15 Items	16+ Items
FREE	\$.75/image

Reproductions/Copies/Scans

Reproduction Format	0-5 Items	5+ Items
B&W Photocopy	FREE	\$.25/pg
Gov Docs Photocopy	FREE	\$.10/pg
Color Scan	FREE	\$1.00/pg

Audio

Original Format	Reformatting	Notes
Analog Audio	\$40/studio hour	\$80/studio hour for materials requiring extraordinary intervention

Film and Video Duplication Fees

Original Format	Digitization Fee
VHS, VHS-C, S-VHS, Betamax	\$50 per 2-hour tape (longer tapes billed by the hour)
Laserdisc	\$50 per disc
¾" U-matic	\$50 per tape
Betacam, Betacam SP	\$50 per tape
DVCAM, DVC Pro, Mini DV	\$50 per tape
DVD	\$50 per disc
Additional Formats (including Video 8 or Hi-8 video, 8mm and Super 8mm film, 16mm film with silent, optical, or magnetic soundtracks, and full-coat magnetic soundtracks)	Items will be sent to a preferred vendor for digitization. Fees will be determined by the vendor.

FILM AND VIDEO

The Film and Video Duplication Fees table above reflects fees for routine and in-house digitization of moving image materials from UNT Special Libraries and the delivery of digital access copies *for personal research only*. The costs listed below reflect labor and delivery of materials. Discounts may be available for large or bulk orders at the discretion of library staff. Additional labor costs will be charged for materials that require more extensive repair or handling to facilitate digitization work. Special Libraries staff will notify you for approval before this work is done.

Digital File Segments

Once we have digitized the requested material, we can provide you with digital file segments from the larger work for an additional fee. We will not digitize select portions of a larger analog work—the entire item must be digitized. We can also provide you with segments from digital files located on the Digital Library or Portal to Texas History. The fee for digital file segments is \$10 for the first segment and \$5 for each additional segment.

Digital File Delivery

All digitized files will be delivered electronically via Dropbox. Other delivery methods are subject to additional fees.