

## DUPLICATION FEES

Acceptance of all orders is subject to administrative approval. Fees are subject to change without notice. Order size limitations: High-resolution digital images: 50 items. Low-resolution digital images: 75 items. Photocopy orders: 350 copies per patron request. Turnaround times vary depending on the type of product; we can provide a current estimate on request. Rush orders for digital products are accepted at the *East Texas Research Centers* discretion: guaranteed 1-week turnaround (from the time request is received) is subject to a doubling of the fee; for 2-day turnaround the fee is tripled.

If you plan to publish any materials copied from the *East Texas Research Centers* collections, you must complete the appropriate "Notification of Intent to Publish" form, available on the web site.

### **Photocopies**

Photocopies and reader printer copies, per 4 exposure/pages \$1.00

**Digital Photographs/Scans:** Unless otherwise specified, photographs will include the text block or image area only. Please indicate if the photograph is for study, publication, or exhibition.

For oversized (over 12x17 inches) materials, foldouts, and other materials requiring special handling, as well as extremely high-resolution scans, there will be an additional charge based on the labor involved

High-resolution scans are supplied on DVD's. Low resolution scans are supplied on CD ROMs. The charges are per scan.

High-resolution individual scans (tiffs suitable for publication)	\$20.00
Low-resolution scans (jpegs suitable for reference purposes)	\$5.00

### **Audio or video:**

Reproduction of VHS to DVD	\$20
Reproduction of Cassette tape to CD	\$20