



HARRY RANSOM
CENTER

THE UNIVERSITY OF TEXAS AT AUSTIN

PHOTODUPLICATION FEES
Effective 6/14/10

Acceptance of all orders is subject to administrative approval. Besides the fees below there is a **service charge of \$10.00**, plus postage where applicable. (Service charge is waived for orders of fewer than ten copies placed in person in the Reading and Viewing Room.) Fees are subject to change without notice. Order size limitations per six-month period: High-resolution digital images: 50 items; low-resolution (JPEG) digital images: 50 items; low-resolution (PDF) digital images: 350.

Mastercard, Visa, and American Express are the preferred forms of payment. Payment is always required before orders can be initiated. Turnaround times vary depending on the type of product; we can provide a current estimate on request. Rush orders are accepted at the Ransom Center's discretion and are subject to a doubling of the service and per-image fees.

If you wish to publish any materials copied from Ransom Center collections, you must first complete the appropriate "Notification of Intent to Publish" form, available on the web site.

Digital Scans

Unless otherwise specified, scans will be in color and will include the color scale. For encapsulated and oversize (over 24 x 36 inches) materials, foldouts, tightly bound volumes, extremely fragile items, and other materials requiring special handling (including sculpture, furniture, costumes, bindings, and other three-dimensional objects), as well as extremely high-resolution scans, there will be an additional set-up fee. Remote orders involving ten or fewer copies of unbound manuscripts will be supplied as photocopies for a flat fee of \$10.00 (handling included).

High-resolution scans and large orders of low-resolution scans are generally supplied on CD-ROMs. Requests for fewer than 8 low-resolution scans will be emailed if possible.

Low-resolution (72 dpi) scans for reference purposes:

Note: PDFs are normally used for book and manuscript copying; visual materials usually require JPEGs; please consult with a staff member if you have questions.

PDF reference copies or printouts, per image	\$.70
JPEGs, per image	\$7.00

High-resolution (300 dpi) scans:

TIFFs or JPEGs required for publication, per image	\$25.00
High-quality inkjet prints from above, additional per image	\$20.00
Panoramic photographs: high-resolution scans, per image	\$40.00
High-quality inkjet prints from above, additional per image	\$40.00
CD-ROM or DVD (media), per disc required	\$3.00

Copies from Microfilm

<i>Reader-printer copies, per image</i>	\$.50
<i>Duplicate microfilm, per reel, from existing master</i>	\$45.00

Conventional (Film) Photographs

This is done at a commercial lab and delivery / pickup / staff wait time charges are assessed. Please ask for a quotation.

Audio, Film or Video: Audio is normally delivered as audio CD, moving images as DVD. Some duplication can only be done by commercial laboratories. There is a one-hour minimum fee. Cost of media is included.

Reproduction from existing master	\$30.00 per disc
Reproduction (in-house)	\$30.00/hr (2-hour minimum)
Reproduction (commercial)	Lab Costs Plus 50%