



## SCHEDULE OF FEES

Service	Fee
<i>Photocopying/ Scanning/Internet Printing</i>	
Letter/ legal	\$0.25/ page
11 x 17	\$0.50/ page
Document scanning	\$5.00 each
Disks	\$2.50 each
<i>Microfilm Reader-Printer</i>	
Letter/ legal	\$0.50/ page
11 x 17	\$0.75/ page
Digital image files	\$0.25/ scan
<i>Long Distance Research</i>	
	\$40.00 per hour
<i>Photograph Prints</i>	
4 x 5	\$12.00 (\$6.00 for each additional print)
5 x 7	\$15.00 (\$8.00 for each additional print)
8 x 10	\$20.00 (\$10.00 for each additional print)
11 x 14	\$30.00 (\$20.00 for each additional print)
Larger sizes	On a case by case basis
Digital image files	\$10.00 per image
Digital set-up	\$5.00 per scan
<i>Archival Supplies</i>	
Mylar sheet protectors	\$1.00 each
Acid-free storage box	\$12.00 each
Newspaper storage box	\$25.00 each
Acid-free folders	\$1.00 each
Film-marking pens	\$4.00 each
Interleaving paper	\$2.00 each
Map folders (light paper; 24x36)	\$5.00 each
Map folders (heavy paper; 24x36)	\$10.00 each
Polyester map folder (24x36)	\$10.00 each
Polyester map folder (36x48)	\$15.00 each
<i>Postage/ Shipping</i>	
	Actual cost (\$5.00 minimum)