

Idaho State UNIVERSITY

Special Collections and Archives Eli M. Oboler Library

Reproduction Fees Schedule

Eli M. Oboler Library, Special Collections and Archives offers scanning and photocopying of select materials. Fees are subject to change.

- Scans can be emailed, placed on CD (\$5.00, includes mailing), copied to a personal thumb drive, or sent to file sharing sites such as Dropbox or Google Drive. A staff member may limit the transfer type.
- Delivery time can vary based on quantity, availability of equipment, and staff.
- Staff reserves the right to limit the number of scans per patron.
- Staff will not scan items if it will cause damage to the material.
- Researchers are responsible for complying with copyright law (Title 17, U. S. Code)
- Each request for publishing is approved by the Head of Special Collections and Archives. Fees vary based on content and purpose for publishing. Please send all publishing requests to isuarchs@isu.edu with explanation of the project.
- All fees are subject to Idaho State sales tax (.06%); additional Use Fees apply for commercial use of any materials from our collections. Please see Media Use Fee Schedule for more information.

Reproduction services does not include permission to publish. A separate request is required.

Please allow 10 business days for all reproduction requests, with the exception of large orders, which may take up to one month to complete or longer, depending on the amount requested and staff availability. At the time of the request, Archives staff will inform you when your order will be ready.

If requests for reproductions of any materials from Special Collections and Archives are required less than 2 weeks from the order date, this constitutes a "Rush Order" and additional fees will apply.

U. S. Copyright laws (Title 17, US Code) apply to all scans and copies. The Special Collections Department reserves the right to refuse copying because of the physical condition of the material, restrictions on the material, or copyright laws.

We accept checks drawn on United States banks only, or, money orders payable to:
Idaho State University Library

Please send your payment to:

**Head of Special Collections and Archives
Eli M. Oboler Library
Idaho State University
850 South 9th Avenue
Pocatello, Idaho 83209**

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Photo copies

Black and White, Letter size (8.5" x 11")

Black and White, Legal size (8.5" x 17")

Black and White, 11" x 17"

Color Laser Print, Letter size (8.5" x 11") [includes scanning fee]

Color Laser Print, Legal Size (8.5" x 17") [includes scanning fee]

Color Laser Print, larger than 8.5" x 17" [includes scanning fee]

Scans (300 dpi – 600 dpi, jpeg, tiff, or pdf)

Up to 11" x 17"

Larger than 600 dpi, up to 11" x 17"

Larger than 11" x 17"

CD and mailing fee

Emailing fee (some files may be too large to send via email)

Rush Order (2 weeks or less turn-around requested)

Photographic Prints

Idaho State University Student

Idaho State University Faculty/Staff

Non-University Affiliate

Idaho State University Student

Idaho State University Faculty/Staff

Non-University Affiliate

Prints from large format negatives

Larger Prints

Visual Reproductions

DVD to DVD duplication

VHS tape to DVD

Audio Reproduction

CD to CD

Cassette tape to CD

Discounts

Idaho State University Faculty, Staff, Students:

Fee per page/image

\$0.20

\$0.30

\$0.30

\$5.70

\$5.75

Prices vary depending on size

\$5.00

\$8.00

Prices vary depending on size and quantity. Please contact Special Collections for a quote.

\$5.00

\$0.00

\$10.00

Black and White Prints, 5"x7"

\$12.50/image

\$20.00/image

\$25.00/image

Black and White Prints, 8"x10"

\$15.00/image

\$25.00/image

\$30.00/image

Add \$7.00 to desired size

Prices vary depending on size

\$10.00 per DVD

\$30.00 per DVD

\$10.00 per CD

\$30.00 per CD

\$10.00 free per academic year