



Curatorial Copying / Digital Imaging Request

Fragile, damaged or oversized items in our local history collection require special handling in order to be successfully photocopied or digitally scanned, and for optional high quality prints. Typical fees for these services are outlined below, with special requests determined on an individual basis. Standard photocopies may not be available for certain items. Please allow up to 10 days from receipt of your request for completion. Additional time may be required for large quantities or special challenges.

Fee Schedule	
(Use worksheet on back)	
<u>Standard Photocopies:</u>	\$ 5.00 per 8½ x 11" or 8½ x 14" page
<u>Digital Scans:</u>	\$ 7.00 up to an 8½ x 11" source item • \$14.00 up to an 11 x 17" source item (Digital scans require additional delivery media below)
	\$ 6.00 additional for image files provided on 4gb USB 2.0 Flash Drive <i>(Please specify low resolution jpeg or 300 ppi resolution tiff)</i>
<u>High-quality Prints:</u> (Non-archival grade inks and papers)	\$12.00 per 8½ x 11" ink-jet print on photo-quality paper \$16.00 per 11 x 14" ink-jet print on photo-quality paper <i>(Please specify matte heavyweight or semi-gloss medium weight paper)</i>
<u>Museum-quality Prints:</u> (Archival grade inks and papers)	\$20.00 per 8½ x 11" museum-quality print on heavyweight matte finish paper \$35.00 per 13 x 19" museum-quality print on heavyweight matte finish paper \$50.00 per 17 x 22" museum-quality print on heavyweight matte finish paper \$90.00 per 24 x 36" museum-quality print on heavyweight matte finish paper
Large quantities, oversized source materials and specialized requests will be quoted on an individual basis. Unless otherwise noted, all fees are payable in advance. Checks payable to <i>Bethlehem Area Public Library</i> .	

Name: _____ Date: _____

Address: _____

Email: _____ Phone: _____

Source Material Description:

Title: _____

Author: _____ Pages: _____

Additional instructions: _____

Photocopies Digital Scans High-quality Prints Museum-quality Prints Files on USB 2.0 Flash Drive

Important Note: The Bethlehem Area Public Library is offering broad public access to our collections as a contribution to “private study, scholarship, or research.” Materials in our collections may be protected by U.S. Copyright Law (Title 17, U.S.C.) and any reproduction or transmission of protected items, beyond that allowed by this stated “fair use”, requires the written permission of the copyright holder(s). **If you use a requested photocopy, image scan, print or other reproduction for any purpose other than private study, scholarship or research, you may be in violation of copyright law and liable for copyright infringement. It is understood that the requestor of these materials is solely responsible for resolving any copyright issues and obtaining all necessary legal permissions that may arise from any other intended use.**

Fees Worksheet – Staff Use Only

Photocopies:

_____ Standard 8½ x 11" *or* 8½ x 14" Photocopies @ \$ 5.00 per page _____

Digital Scans:

_____ Scanned source item, up to 8½ x 11" @ \$ 7.00 each _____

_____ Scanned source item, up to 11 x 17" @ \$14.00 each _____

Standard 300 ppi scans include 8½ x 11" plain paper ink-jet print

Additionally Required for ALL Digital Scans: (Digital format choice)

\$ 6.00 **additional** for image files provided on a 4gb USB 2.0 Flash Drive _____

Low resolution JPEGs 300 ppi resolution TIFFs _____

Standard mail to one mailing address included with all above services.

Photo-quality Prints:

_____ Photo-quality 8½ x 11" non-archival digital prints @ \$12.00 each _____

_____ Photo-quality 11 x 14" non-archival digital prints @ \$16.00 each _____

Matte paper finish Semi-gloss paper finish

Museum-quality Prints:

_____ Museum-quality 8½ x 11" archival digital prints @ \$20.00 each _____

_____ Museum-quality 13 x 19" archival digital prints @ \$35.00 each _____

_____ Museum-quality 17 x 22" archival digital prints @ \$50.00 each _____

_____ Museum-quality 24 x 36" archival digital prints @ \$90.00 each _____

All 24 x 36" Museum-quality prints and special requests require prior approval of the Digital Projects Manager. Museum-quality prints shipping other than 8½ x 11" will be quoted additionally.

TOTAL DUE _____

Request written by: _____

Payment received on: _____