

# Reproduction Services and Rates

## North Carolina State Archives and State Library of North Carolina

Revised: September 24, 2008

### 1. Photocopies and Photo Lab Prints

Photocopies in all North Carolina State Archives (Archives) and State Library of North Carolina (Library) reading rooms are 10 cents per page. If a patron is unable to visit the Archives and/or Library in person, staff will provide this service at the 10-cents-per-page rate, but a mail order handling fee will be added to the final cost (see "5. Delivery Services," below).

The Photo Lab makes photographic prints and negatives at the following rates:

#### Black and White Prints (Glossy or Matte)

4"x5"	\$ 3.00 each
5"x7"	\$ 4.00 each
8"x10"	\$ 5.00 each
11"x14"	\$ 9.00 each
16"x20"	\$15.00 each

#### Negatives

4"x5"	\$ 3.00 each
	\$ 6.00 each if no print is extant

### 2. Scanning -- Documents and Records

The Archives and the Library produce scans (600 dpi TIFs) of holdings upon request. Contact the Archives directly for other delivery file format options. If you require printouts of the scans, ask at the time of your order. Please refer to the chart below for rates.

Original Format	Size	Rates
a. Bound, printed document or book	Smaller than 11" x 17"	\$5.00 for the first scan \$1.00 for subsequent scans
	Larger than 11 x 17"	\$4.00 per scan
b. Bound original record or fragile printed document	Up to 36" spine height	\$4.00 per scan
c. Unbound original record or document, single sheets of paper, and maps	8.5" x 17" or smaller	\$1.00 per scan
	11" x 17" to 48" on the shortest side	\$4.00 per scan \$15.00 for stitching
d. All formats	Larger than 48" on the shortest side	Contact for estimate: Archives (druscie.simpson@ncmail.net) Library (christy.e.allen@ncmail.net)
e. Print out of scanned documents and records	Larger than 11" x 17"	\$5.00 per foot

### 3. Scanning -- Photographs

The Archives and the Library produce photographic scans as 600 dpi TIFs and prints upon request. Contact the Archives directly for other delivery file format options. The rates for this service are outlined in the chart below.

Output Format	Size	Rates
a. Digital scan	<b>Any size</b>	\$4.00 per scan
b. Prints on photographic paper	4" x 6"	\$.50 per print
	5" x 7"	\$.75 per print
	8" x 10"	\$1.50 per print
	11" x 13"	\$3.00 per print

#### 4. **Microfilm Duplication Services**

The Archives provides microfilm duplication services upon request. Fees for this activity are:

- a. 16 mm diazo -- \$10.00
- b. 35 mm diazo -- \$12.00
- c. 16 mm silver -- \$15.00
- d. 35 mm silver -- \$18.00

#### 5. **Audiovisual Materials**

Analog copies of VHS video tapes are \$5.00 per copy.

*For more duplication services and rates see <http://www.ah.dcr.state.nc.us/archives/fees.htm>*

#### 6. **Delivery Services**

- a. CD or DVD-ROM -- \$1.00 per disk
- b. Via US mail -- \$2.00 per package

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