

Price List

Service	Rate
B&W PDF Scan	<20 pages Free >20 pages \$.25 per page
Publication Quality Scan	\$0.50 per page
Born Digital/Digitized PDF (i.e. transcripts)	< 5 documents free > 5 documents \$5.00 each*
Image scan (300 dpi, JPEG or TIFF)	\$10.00 each*
Image scan (600 dpi, JPEG or TIFF)	\$15.00 each*
Image scan (hi-res > 800 dpi)	< 10 images \$25.00 each > 10 images \$30.00 each
Excess image/scanning fee (> 20 images)	25.00 flat fee in addition to per image charges*
Video duplication**	In-house - \$100 OR Vendor Fee + 20% handling fee
Audio duplication**	In-house - \$100 OR Vendor Fee + 20% handling fee
CD-R or DVD-R replication	\$30.00
Rush services (3 days or less) ***	100% of total cost

Shipping & Handling	Rate
<i>Shipping costs only apply to items that must be physically mailed via USPS. Born digital materials, scans, and smaller digital files will be sent electronically and do not require shipping. If expedited services or non-USPS service is required prices will be charged accordingly or to the requester's account with the vendor.</i>	

Total order cost < \$10	\$3.00
Total order cost \$10 to \$20	\$4.00
Total order cost > \$20	\$5.00
Oversized items or large orders****	\$10.00

*Rates apply to researchers not affiliated with GSU.

**Audio and video duplications usually require the use of a third-party vendor; the patron is required to pay the quoted price from the vendor plus a 20% handling fee. Patrons will also need to provide their own hard drive or purchase one from the third-party vendor in cases where the files are too large to send via Send-a-File or other FTP site. In-house duplication may be possible depending on original media format and is determined on a case-by-case basis.

***Rush services not available for all reproduction jobs. We will notify you if this service is available.

****Oversized or large orders are defined as anything larger than a 9x11 envelope requiring multiple envelopes or a box. Example: more than 30 pages of photocopies to be shipped or a hard drive.