Duplication and Usage Fee Schedule

Copy Fees
Special Collections maintains the same fee structure for copies as the rest of the Library. A charge of $3.00 is added for mailed orders to cover the cost of postage. The charges are as follows:

For letter (8 ½ x 11) and legal (8 ½ x 14) sized paper:
- 1-sided black and white photocopies: 10¢ per page
- 2-sided black and white photocopies: 20¢ per page
- 1-sided color photocopies: 25¢ per page
- 2-sided color photocopies: 50¢ per page

For tablet sized (11x17) paper:
- 1-sided black and white photocopies: 25¢ per page
- 2-sided black and white photocopies: 50¢ per page
- 1-sided color photocopies: 75¢ per page
- 2-sided color photocopies: $1.50 per page

For copies from the microfilm printers:
- All copies: 25¢ per page

Digital Reproduction Fees
Special Collections will provide a reasonable number of digital reproductions (scans) at no cost. Low resolution scans of 125 dpi or less will be provided as JPEG files via email. For high resolution scans, patrons can request either JPEG or TIFF files. High resolution scans are made at 300 dpi, unless otherwise requested. Files under 10MB can be emailed if requested; larger files will be burned to a CD. A charge of $3.00 is added for mailed orders to cover the cost of postage. These scans are for personal use only and are not to be published or otherwise distributed without permission.

Usage Fees
Special Collections does not charge fees for the use of images in publications. We do ask that you complete the “Request for Permission to Publish” form prior to publication and acknowledge The Jones Library when using any material held in our collections.

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