

Special Collections, Appalachian State University
Closed Collection Duplication Fees

Payment for all scans must be received at the time of order. It is best to discuss charges with a staff member before sending your payment. Special Collections accepts U.S. funds of cash, check, or ASU budget codes. Please contact a staff member for information on payee designation for checks.

On-Site Charges

Service	ASU Community* Charges	Non-ASU Charges
Photocopy	Copies 1-10 = free Copies 11+ = \$0.20/page	\$0.20/page
Document Scan, by email	Scans 1-10 = free Scans 11+ = \$0.20/scan	\$0.20/scan
Digital Photographs, taken by researcher	Free	Free
Image Scans, sent by email (up to 300 dpi/.jpg) or CD	\$3.00/scan	\$3.00/scan
Image Scans, Preservation Fee (if not already digitized)	\$3.00/scan	\$3.00/scan
Audiocassette to audiocassette, standard size	\$3.00 each	\$3.00 each
Audiocassette, standard size, to CD	\$6.00 each	\$6.00 each
CD to CD	\$3.00 each	\$3.00 each
VHS to VHS	\$5.00 each	\$5.00 each
VHS to DVD	\$7.00 each	\$7.00 each
DVD to DVD	\$4.00 each	\$4.00 each
Audio or Video Preservation Fee (if not already duplicated)	\$3.00 each	\$3.00 each
Shipping and Handling for U.S. Mail after on-site request	\$3.00/order	\$3.00/order

Off-Site Charges Note: Charges include a \$3.00 shipping and handling fee

Service	Charges
Photocopy, 1-10 copies	\$5.00
Photocopy, 11+ copies	\$5.00 + \$0.20/page
Document Scan	\$0.20/scan
Digital Photographs, taken by Special Collections staff (available only when materials cannot be photocopied or scanned)	\$1.00/image
Image Scans, by email (up to 300 dpi/.jpg) or CD	\$3.00/scan
Image Scans, Preservation Fee (if not already digitized)	\$3.00/scan
Audiocassette to audiocassette, standard size	\$6.00 each
Audiocassette, standard size, to CD	\$9.00 each
CD to CD	\$6.00 each
VHS to VHS	\$8.00 each
VHS to DVD	\$10.00 each
DVD to DVD	\$7.00 each
Audio or Video Preservation Fee (if not already duplicated)	\$3.00 each

* ASU Community = ASU Students, Staff, Faculty, and Retired Faculty.

**Special Collections, Appalachian State University
Closed Collection Publication and Exhibit Fees**

(For publications that will be sold, i.e., books, DVDs; exhibits that charge admission)

****ASU students, faculty, and staff are not charged publication or exhibition fees.****

Note: This fee is in addition to the duplication fee.

Type to be Published	Educational/Non-Profit	Domestic Commercial	Domestic and World Commercial
Digital Image	\$10.00/image	\$50.00/image	\$75.00/image
Audio, Film, or Video Footage	\$30.00 for up to five (5) minutes of actual recording used. \$30.00/minute for additional minutes.	\$400.00 for up to five (5) minutes of actual recording used. \$5.00/second for additional seconds.	\$600.00 for up to five (5) minutes of actual recording used. \$10.00/second for additional seconds.