



## **Schedule of Fees for Photocopying and Imaging Services**

Fees for Photocopies and Imaging Services DO NOT constitute or include Publication fees, nor do they imply Permission to Publish; please refer to this link: [Schedule of Fees for Imaging Reproduction](#) for licensing information.

Arnold Arboretum Library Staff reserves the right to restrict reproduction of its materials due to condition, size, donor requirements, or staffing issues. Any manipulation of digitized images beyond cropping and minor adjustments to balance and contrast is strictly forbidden.

### **Photocopies:**

Onsite by patron:

B & W	\$0.10/page
Color	\$1.00/page

### **By library staff for patron:**

Handling charge of \$15.00	
B & W	\$0.20 per page
Color	\$2.00/page

Fee for image scanning (300dpi): \$20 per scan

Fee for retrieving images deposited into the HUL Digital Repository: \$30

Fee for Arboretum provided disks: \$10 each

Fedex fee(s) will be commensurate with cost

All scans are recorded onto a flat bed scanner. The maximum size of the scan is 8.5" X 14".

All digital reproductions will be provided on a disk, e-mail, or through an internet-based file sharing service. Onsite patrons must provide their own media. A fee of \$20.00 per image is charged for each Librarian-assisted scan. Prepayment is required for all digital reproduction services.

Digital reproductions made by library staff will be available for pick-up within seven business days. An additional fee of \$2.50 will be added to mail orders and will require two to three business days for delivery.

All prices subject to change without notice.

Payment Method:

Check (payable to Arnold Arboretum in USD only) or Credit Card (VISA, Mastercard)