

## FEE SCHEDULE FOR REPRODUCTION SERVICES

U.S. Army Heritage and Education Center (USAHEC)  
950 Soldiers Drive, Carlisle PA 17013-5021  
Copy Center  
Phone: 717-245-3225  
**Email: [usarmy.carlisle.awc.mbx.usamhi@mail.mil](mailto:usarmy.carlisle.awc.mbx.usamhi@mail.mil)**

USAHEC Copy Center services include reproduction of most books, manuscripts, microforms, photographs, and film held in our collections. There are fees associated with each type of reproduction; payment must be made in advance in the form of a credit card transaction (Visa or MasterCard,) check or money order **made payable to MHI Fund**, or a bank funds transfer. Banking information will be provided upon request.

Foreign patrons must pay using U.S. currency, and in a form that will clear through U.S. banks.

Checks returned for insufficient funds will entail a \$25.00 processing fee in addition to the cost of the original order.

Associated fees for types of reproduction are listed below for informational purposes only (note prices are subject to change.) Each request is unique so we ask that you submit a request by email or in writing for all reproduction services; a quote will be provided with instructions on how to proceed. Please include as much identifying information as possible with each request.

Below are the fees associated with the different types of reproduction services offered:

### **1: REQUEST FOR REPRODUCTION OF PHOTOGRAPH(S)**

We reproduce photographs either, as a high quality digital scan emailed to the patron, or as a black and white digital print mailed to the patron via USPS. Photographs not previously digitized are scanned at 600 dpi and saved in jpeg or tiff format. Photographs may have been previously scanned at only 300 dpi or 400 dpi; if the patron requires a new scan of this particular photograph, the fee for this service will be as a non-digitized photograph.

- 1) Fee for digitized photograph at given dpi                      \$20.00
- 2) Fee for non-digitized photograph at 600 dpi                      \$35.00
- 3) Fee for non-digitized photograph at 300 dpi                      \$20.00
- 4) Additional charges: \$3.00 for a CD    \$5.00 for a DVD
- 5) Photocopy of a photograph is \$1.00 per image (with a minimum of \$5.00 if not on-site).
- 6) Low-resolution scan of a photograph (150 dpi with mark) is \$1.50 per image (with a minimum of \$8.00 if not on-site).

- 7) Rush Orders
- |                               |                    |
|-------------------------------|--------------------|
| Three business day rush order |                    |
| 1 to 5 photographs            | 50% of total cost  |
| Over 5 photographs            | 100% of total cost |
|                               |                    |
| One business day rush order   |                    |
| 1 to 5 photographs            | 100% of total cost |
| Over 5 photographs            | 200% of total cost |

## 2: REQUEST FOR REPRODUCTION OF PRINTED MATERIAL

- 1) Onsite, self-service reproduction fee is \$0.25 per page.
- 2) Onsite Copy Staff reproduction fee is \$0.50 per page.

[NOTE: For offsite requests, we provide either a photocopy that will be mailed to the patron via USPS, or send the reproduction electronically by email (or FTS if too large a file) in pdf format. Also, large orders for Foreign Patrons will be reproduced as a scan only.]

### 3) *Non-Digitized Material for Offsite Patrons*

- a) Fee for photocopy reproduction:
  - 1 - 5 pages                   \$5.00
  - 6 – 12 pages                 \$10.00
  - 13 – 23 pages                \$20.00
  - 24 and over pages            \$0.80 per page
  - Oversized material is \$1.50 per image
- b) Fee for 300 dpi scan reproduction:
  - 1 to 10 pages                 \$10.00
  - 11 to 20 pages                \$20.00
  - 21 to 30 pages                \$30.00
  - Over 30 pages                 \$1.00 per page
  - Oversized material is \$2.00 per image

### 4) *Digitized material for Offsite Patrons*

- a) Fee for photocopy reproduction:
  - 1 - 10 pages                   \$6.00
  - Over 20 pages                 \$0.60 per page
- b) Fee for electronic attachment to email:
  - 1 - 10 pages                   \$5.00
  - Over 20 pages                 \$0.50 per page
- c) Additional charges:
  - \$3.00 for a CD

- \$5.00 for a DVD

### 5) *Rush Orders*

- a) Three business days rush order
  - 1 to 10 pages of information 50% of total cost
  - Over 10 pages of information 100% of total cost
- b) One business day rush order
  - 1 to 10 pages of information 100% of total cost
  - Over 10 pages of information 200% of total cost

## 3: REQUEST FOR REPRODUCTION OF MICROFILM/FORM MATERIAL

- 1) Offsite by Copy Center
  - a) \$20.00 initial set up fee required prior to processing
  - b) \*\$65.00 for all or part of 1<sup>st</sup> hour (then \$16.50 for each ¼ hour) [The \$20.00 initial set up fee will be applied to the cost incurred.]
  - c) Additional charges
    - \$3.00 for a CD
    - \$5.00 for a DVD
- 2) Rush Orders
 

Three businesses day rush order	100% of total cost
One business day rush order	200% of cost

\*This includes the printing of material; copyright laws may apply

## 4: REQUEST FOR REPRODUCTION OF AUDIO/VISUAL MATERIAL

- 1) P2 Video to DVD
 

a) Make video and transfer to DVD	\$65.00 for all or part of 1 <sup>st</sup> hour
b) Each additional 15 minute increment	\$9.25
- 2) Audio
 

a) Audio sent by email attachment	\$30.00 for all or part of 1 <sup>st</sup> half hour
b) Each additional 15 minute increment	\$15.00
c) Audio copied to CD and mailed	\$3.00 additional charge
- 3) Visual (Film)
 

a) Film sent via EFT	\$33.00 for all or part of 1 <sup>st</sup> half hour
b) Each additional 15 minute increment	\$16.25
c) Film downloaded to DVD	\$5.00 additional charge

NOTE: Editing of film is not included in these prices; any editing of film will be priced per request.

#### 4) Rush Orders

Three business day rush order  
One business day rush order

100% of total cost  
200% of cost

## COPYRIGHT CONSIDERATIONS

**Copyright Considerations:** Please note that because we cannot guarantee the copyright status of specific items; use of materials found in our holdings is at your own risk.

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