

Fee Structure – DHR Archives Reading Room

(Effective as of January 1, 2009)

DHR will be charging 5% sales tax on all transactions.

- B&W Copies – per page (any size, single- or double-sided) by client – \$0.20
- B&W Copies – per page (any size, single-sided) by DHR Staff – \$0.50
- Color Copies/Maps – per page (single-sided) by client – \$1.00
- Color Copies/Maps – per page (single-sided) by DHR Staff – \$2.50
- Oversized Color Copies/Maps – per page – \$2.50
- Scanned Image – per image – \$3.00
- Scanned Text – per page – \$0.25 (for standard, letter-sized text pages that do not require special handling)
- Scanned Text/Special Handling – per page – \$0.50 (for pages that require special attention – legal-sized pages; tabloid-sized pages that need to be reduced for scanning; pages with attached images; pages within permanently bound reports; other materials other than images that require special handling)
- Compact Disc – cost for disc used to burn digital files, if not provided by client – \$5.00
- Publications – list price

NOTE: Invoices will not be issued for fees totaling less than \$10.00.