

PRICING FOR SERVICES IN THE RESEARCH CENTER

**PHOTOCOPYING**

There is a \$5.00 minimum copy fee for all photocopied materials by the Research Center. This fee includes 5 copies and all shipping and handling costs. No multiple copies of an individual item are allowed.

Additional photocopy pages are as follows:

\$0.20 each for letter/legal

\$0.30 each for 11"x17"

**FILM, VIDEO & AUDIO DUPLICATION**

There is a set-up charge of \$10.00 per order, plus \$15.00 per CD or DVD. The set-up charge is a one-time fee per order.

Duplication services provided only for materials for which Hardin-Simmons University owns intellectual property rights

Oral history interviews (**video and audio**) can be duplicated only for family members of the interviewee; typed transcripts may be photocopied.

**PHOTOGRAPH REPRODUCTION**

Additional Information: "*Photograph Reproduction Policies*"

**Black and White Prints**

4 x 5 = \$6.25

5 x 7 = \$7.50

8 x 10 = \$12.00

11 x 14 = \$20.00

13 x 19 = \$30.00

**Color Prints**

4 x 5 = \$6.25

5 x 7 = \$7.50

8 x 10 = \$14.00

11 x 14 = \$23.00

13 x 19 = \$35.00

Modifications (de-specking, scratch removal, etc.) — \$50 hour/\$50 minimum

*A \$5.00 charge will be added to the price of each photograph when a digital image does not exist and a scan must be created.*

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Digital reproduction of images provided in limited and special circumstances:

\$10.00 per image [plus \$15.00 per CD or no cost for online link to access images to download]

Modifications (de-specking, scratch removal, toning, etc.) — \$50 hour/\$50 minimum

Digital reproduction created only for objects in photograph collections or materials for which Hardin-Simmons University owns intellectual property rights.

Rupert N. Richardson Research Center  
HARDIN-SIMMONS UNIVERSITY, ABILENE TEXAS

PHOTOGRAPH REPRODUCTION POLICIES

- Materials to be duplicated photographically are sent to the Richardson Library Educational Technology Services for reproduction. The usual turnaround time for orders is 15 working days from the time the materials are delivered to ETS. Larger orders will require extra processing time. Patrons will be notified by a staff member when their order is ready to be picked up.
- Patrons must complete the *"Photograph Use Agreement"* form **before** the order is sent for processing.
- Photographs from the Research Center may be released for use only by approval of the Research Center Supervisor, Dixie Hoover, or, the Dean of University Libraries, Alice W. Specht.
- The patron assumes full responsibility for conforming to copyright laws. The use agreement is for a **"one-time use only"** for educational, non-profit purposes.
- Photographs **cannot** be used on websites with the exception of HSU materials for a non-commercial or personal website.
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- A \$5.00 charge will be added to the price of each photograph when a digital image does not exist and a scan must be created.
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- Texas state tax (8.25%) is added to each order.
- Postage/shipping costs will be added to mailed orders.

**Photograph Credit and Citation Preferred Style**

Preferred credit style for publication, public use, or exhibition purposes:

*Photo courtesy of [Collection], Hardin-Simmons University, Abilene, Texas.*

Example:

*Photo courtesy of Abilene Photograph Collection, Hardin-Simmons University, Abilene, Texas.*

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*Photo courtesy of Rupert N. Richardson Research Center, Hardin-Simmons University, Abilene, Texas, [Collection Name, Number]*

Example:

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