

**Special Collections Research Center, Appalachian State University
Fee Schedule**

**COVID Pricing Starting April 1, 2020:
All duplication and publication fees are WAIVED until further notice.**

Please do not send payment until we quote you a price. All digital items will be shared through email or a Google Drive link.

Service	Format Provided	App State Community Charges*	Non-App State Charges
Copies for Research Purposes			
Scans (200 DPI)	JPG (photographs) PDF (documents)	1-10=Free 11+ = \$0.20/page	\$0.20/scan (5 or fewer = free)
Photocopies	Black and white photocopy	1-10=Free 11+ = \$0.20/page	\$0.20/page
Digital Photographs, taken by researcher		Free	Free
Digital Photographs, taken by staff when materials cannot be photocopied or scanned	JPG	\$1.00 each; 1 st photo free	\$1.00 each; 1 st photo free
Copies of Photographs, Slides, Negatives, or Documents			
Publishable-quality photograph (600 DPI)	TIFF JPG PDF	\$5.00/scan	\$5.00/scan
Slides and negatives (1200 DPI)	TIFF JPG PDF	\$5.00/scan	\$5.00/scan
File retrieval of previously scanned item	TIFF JPG PDF	\$3.00/file	\$3.00/file
Copies of Audio, Video, or Film			
Audio and video	mp3 (audio) mp4 (video)	\$10.00/60 minutes (includes duplication & handling)	
Film	mp4 (video)	\$0.20/foot	\$0.20/foot
File retrieval of previously digitized audio, video, or film	mp3 (audio) mp4 (video)	\$5.00/file	\$5.00/file
Other Services			
Shipping charges (U.S. Mail)		\$3.00/order	\$3.00/order

Special Collections Research Center, Appalachian State University
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.