

UPSTATE

MEDICAL UNIVERSITY

Historic Collections Fee Schedule

PAYMENT

- Check made out to Upstate Health Sciences Library – Historical Collections
- Full payment is required in advance for orders to ship

Fee Schedule		
PHOTOCOPIES (up to 11 x 17")	Journal Articles - \$10 per article (up to 50 pages) Books - \$10 per order (up to 10 pages) Archival Materials (including images) - \$10 per order (up to 50 pages) \$5 minimum charge for mail requests	
SCANNED IMAGES (up to 11 x 17")	600 dpi JPEG/ TIFF Sent by email Burned to CD/DVD	\$8 per image/page no additional cost (will not email more than 5 images) \$5 per disc
OVERSIZE SCANNED IMAGES (over 11 x 17")	Contact Historical Collections for estimate, plus \$10 delivery/pickup fee*	
FILM AND VIDEO TAPE	DVD from 16mm film DVD from videotape	Approximately \$200 (depending on size and condition of film), plus \$10 delivery/pickup fee* Approximately \$40 (depending on size and condition of video), plus \$10 delivery/pickup fee*

	DVD duplicate	\$5 per disc
AUDIO TAPE/CASSETTE	CD from tape or cassette	Contact Historical Collections for estimate*
	CD duplicate	\$5 per disc

Publication Fees

Fees for the commercial use of still or moving images may apply. Please contact the Historical Collections for more information.

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[** License Agreement \(click\)](#)

Shipping Charges

WITHIN THE US	\$ 25 or less	\$ 3.00
	\$ 25.01 to \$50	\$ 5.00
	\$ 50.01 to \$100	\$ 6.50
	\$100.01 to \$150	\$ 8.50
	\$150.01 to \$200	\$10.00
	Over \$200	\$15.00

Note:

Additional shipping fees plus \$10.00 handling for addresses outside US.

*Please note that reproduction services for oversize materials, film, and video tapes are not performed in the Library, but by off-site vendors. The turn-around time on these items cannot be guaranteed. Reproductions from fragile bound volumes or other 3D objects, and photo-quality prints, are available from the Medical Photography Department according to their fee schedule.

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