



American Baptist Historical Society Duplication Fees

Listed below are the fees for duplicating materials from the American Baptist Historical Society (ABHS) collections. Charges are subject to change without notice. Some circumstances may change the cost of reproduction, so please check with staff to receive an estimate of cost prior to duplication.

Reproduction of collection formats not listed here, e.g., audiovisuals, may be possible; see staff to negotiate details. Some resources cannot be duplicated. ***Fees listed here pertain only to materials reproduced for personal research use only. They are in addition to charges for our research by mail service and do not include permission fees required to publish the materials.*** Additional fees may be required for invoicing, packaging and shipping, and rush orders.

Photocopies

Photocopies by library staff only. Please allow up to two weeks for service and delivery.

- Letter/legal-sized copy \$0.50
- Ledger-sized copy \$0.75
- Surcharge for large orders \$10.00 per 100 copies
- Surcharge for rush orders \$10.00
- Surcharge for postage and packaging See staff

Microfilm Reader/Printer

Under special circumstances, microfilm reels may be duplicated. See staff for conditions and charges

- Printed by on-site patrons \$0.50 per copy
- Offsite request \$0.50 per copy

Scans by Researchers

Personal scanning/photography equipment, as well as materials to be scanned, must be approved by staff. ABHS reserves the right to set limits on the amount of copying undertaken.

- Daily fee – flat rate \$15.00

Scans by Staff

Photographs and fragile materials must be scanned by staff. Scanned materials can be emailed for no additional fee. Note that digital reproductions may not be published in any form without written permission by ABHS.

- Scanned to pdf \$2.00 per scan
- Scan resolution suitable for personal research use \$5.00 per scan
- Scan resolution suitable for publishing \$40.00 per scan
- Surcharge to scan images to CD \$10.00 per CD