

Thomas Balch Library

Reference, Photocopy, and Reproduction Fee Schedule

Effective 1 January 2019

Prepayment of the minimum fee is required. Additional charges, if any, will be billed before materials are sent. Please make checks payable to Thomas Balch Library

Reference Service	Fee
<i>Includes queries received via phone, email, mail, or in-person if request left for staff research. Patrons will not be charged for reference services provided in the library.</i>	
Brochure Requests	No charge
Ready Reference	No charge for queries requiring less than 15 minutes of staff time, includes up to 5 copies. Limit 3 requests per month
General Collection Materials	\$30.00 per request. Includes up to 1 hour research and up to 10 copies. Limit 3 requests per month If additional copies are required: \$0.50/page, limited to 50 copies per request
Manuscripts, Archives, Rare Books special handling required	\$30.00 per request. Includes up to 1 hour research and up to 10 copies. Limit 3 requests per month. If additional copies are required: \$0.50/page, limited to 50 copies per request
Interlibrary Loan Requests limited to 5 requests at one time	\$5.00 per request
Retrieval of Off-site collections	\$25 – requires 48 hours advance notice

Reproduction Service	Fee
Self-Service Printing from Computers black and white only	\$ 0.25/page, unlimited copies
Self-service, Microfilm Printing	\$0.50/page, unlimited copies
Self-service, Microfilm Scanning	\$5 per hour, minimum 1 hour, must pay for full hour
Self-service, Black and White Photocopies	\$ 0.25/page, unlimited copies
Manuscript, Archive, and Rare Book Black and White Photocopies staff produced, special handling required	\$0.50/page, limit 50 copies per request. \$5.00 shipping/handling if mailed.
Staff Produced Color Copies	\$1.00 per page, limit 50 copies per order
Staff Produced Digital Reproductions	\$2.00 per page, limit 20 pages, Scans will be provided as 200 dpi .pdf files only