

REPRODUCTION AND DUPLICATION SERVICES

Gibson D. Lewis Library and University Archives

UNT HSC University Archives offers two possibilities for remote access:

- Proxy Research Services
- Scan-on-Demand Services

While both services will result in electronically delivered scanned materials, each varies in terms of scan format, rates, and complimentary limits. Please see below for more information about each service. For questions or further information, please contact

libraryarchives@unthsc.edu

Proxy Research Services

If you are seeking additional information about collection materials and are not in need of high-resolution scans, you might prefer to utilize our proxy research services. UNT HSC University Archives will offer up to two hours of complimentary proxy research to users with additional hours available at a rate of \$25/hr. This service includes having University Archives staff review materials for specific people, places, and events, as well as creating access copy scans of materials using our overhead BookEye scanner. Completed scans are shared as PDFs with patrons via a file transfer service, and scans are separated at the folder level.

Scan-On-Demand Services

Scan-on-Demand services provide users with high-resolution scans of collection materials that are delivered electronically via a file transfer service. UNT HSC University Archives is currently offering a limited number of complimentary scans with additional scans available for a fee. Although this service results in high resolution files of requested materials, the turnaround time to complete requests is often longer than the proxy research service due to the time it takes to capture high resolution scans of materials and items.

REPRODUCTION AND DUPLICATION FEE SCHEDULE

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The following rates reflect fees for routine and in-house reproduction or digitization of materials from UNT HSC University Archives and the delivery of digital access copies *for personal research only*. Additional labor costs will be charged for materials that require more extensive repair or handling to facilitate reproduction or reformatting. University Archives staff will notify you for approval before this work is done. Please be advised this fee schedule is subject to change.

Rate for High Resolution Color Scans – Text Documents*

1-15 Items	16+ Items
FREE	\$1/page

*As allowed under copyright law for published and protected works.

Rate for High Resolution Color Scans – Photographs & Negatives

1-15 Items	16+ Items
FREE	\$1/image

Additional Resource Type Services

Type	Fee	Notes
Artifacts	\$10/item	
Oversized Materials	\$5/item	Over 16x12 inches
Scrapbooks & Bound Volumes	\$1/page	Fee subject to change based on condition and complexity of materials