

Procedures and Costs for the Scanning of Photographs/Documents

This document establishes the procedures and conditions for the reproduction of photographs/documents.

Conditions Related to Reproduction

Copyright Act is enforced at the Laurentian University Archives. When a document or a photograph that needs to be scanned is protected by copyright*, it is the responsibility of the interested party to obtain, in advance, written approval from the copyright holder. The same condition applies if a document that needs to be scanned has had restricted reproduction imposed by the donor or the depositor of the said document.

Services Offered

Dependent on condition of material, the Archives will provide the scanning of images, but does not offer photographic printing services. The maximum dimensions for scanning services is 27.9 cm X 43.2 cm (ledger size of 11" X 17").

In exceptional cases, such as when a document is greater than 11" X 17", the Archives may authorize the loaning out of the said document for scanning purposes in which case the interested party must accept the rules that are in force at that time.

The maximum number of images which can be scanned at any given time is limited to 50 images per order per person.

***Prices & services are subject to change without notice**

Compact Disk **\$2.00**

Number of images already scanned	Regular Price	Rush Service Price **
1 to 5 images	\$10.00 (minimum)	\$20.00 (mimimum)
6 to 10 images	\$15.00	\$30.00
11 to 15 images	\$20.00	\$40.00
16 to 20 images	\$25.00	\$50.00
21 to 30 images	\$30.00	\$60.00
31 to 35 images	\$35.00	\$70.00
36 to 40 images	\$40.00	\$80.00
41 to 50 images	\$55.00	\$110.00

***Rush Service : 24-48 hour turnaround.*

Number of non-scanned documents	Regular Price	Rush Service Price **
1 to 5 images	\$15.00 (minimum)	\$20.00 (mimimum)
6 to 10 images	\$25.00	\$50.00
11 to 15 images	\$35.00	\$70.00
16 to 20 images	\$45.00	\$90.00
21 to 30 images	\$55.00	\$110.00
31 to 35 images	\$65.00	\$130.00
36 to 40 images	\$75.00	\$150.00
41 to 50 images	\$85.00	\$170.00

***Rush Service : 24-48 hour turnaround.*

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