

**Procedures and policies
for
photocopies of archival documents.***

Only the employees of the archives, are allowed to make photocopies of any documents from any fonds.

Depending on the condition of the documents, photocopying may be forbidden.

A maximum of 500 photocopies per project, per researcher is allowed.

Regular photocopy charges:

User	Number of copies	Price	Turnaround time
Students**	1 - 100	\$0.08 per sheet	Within 24 hours
	101 - 500	\$0.08 per sheet	Within 2weeks
All other patrons	1 - 100	\$0.30 per sheet	Within 24 hours
	101 - 500	\$0.30 per sheet	Within 3 weeks

Rush Service photocopy charges (same day service):

User	Number of copies	Price	Turnaround time
Students**	1 - 100	\$0.20 per sheet	Same day
	101 - 500	\$0.25 per sheet	24-48 hours
All other patrons	1 - 100	\$0.60 per sheet	Same day
	101 - 500	\$1.00 per sheet	24-48 hours

Special Collections (Regional, Faculty, Rare books, Essays&Thesis)

User	In-house	Price
All patrons	Self-service	\$0. 08 per sheet

*** Services and prices may change without notice.**

**** With proof of ID. Valid Student's card**