

Charges for copies and scans at the UTEP Library's Special Collections

	UTEP Patrons	Non-UTEP Patrons
<u>Scans</u>		
Digital images already on server	\$5.00 each	\$10.00 each
Image scan (up to 11"x17")	\$10.00 each	\$15.00 each
Oversize Image Scan	\$15.00 each	\$20.00 each
USB Transfer/Email	\$2.00 flat fee	\$5.00 flat fee
Images copied to USB (provided by Special Collections)	\$10.00 per USB	\$20.00 per USB
Images burned to disk (provided by Special Collections)	\$10.00 each disk	\$15.00 each disk
Photo Quality Print (to 11"x17")	\$10.00 each	\$15.00 each
<u>Copies made by staff</u>	\$0.20 each	\$0.40 each
<u>Paper copies made by patron</u>	\$0.20 each	\$0.20 each

- Other charges may apply if the item is extremely large.
- Copy orders may be refused if the items are in extremely fragile condition.
- Because of limitations of staff time, we are not able to make large numbers of copies for patrons. The usual limit is 75 copies.
- If copies must be mailed, USPS charges will be added.
- Sales tax may apply to Texas residents.

Revised June 13, 2022