

<b>Photographic Reference</b>		
<i>Includes queries received via phone, email, mail, or in-person if request left for staff research. Includes reference services provided in the library.</i>		
<b>Patron Browsing through index</b>	No charge. Includes introduction to index and up to 15 minutes of research assistance. In-house only	
<b>General Photographic, A/V, or Artifact Research</b>	\$30.00 per hour, limit 4 hours per month	
<b>Photographic Reproductions</b>		
<i>Limit of 30 photographs per order and/or 30 photographs per person per month. \$10 non-refundable deposit required on all orders. Additional charges, if any, will be billed before materials are sent. Please make checks payable to Thomas Balch Library.</i>		
<b>Processing Time</b>	4 weeks; Invoice is sent in four to six business days. Upon payment, orders are filled as quickly as possible and delivered in not more than four weeks	
<b>Scanning Fee</b> per image delivered via email	\$20	
<b>Existing Scan</b> per image delivered via email	\$10	
<b>Print of Scanned Image</b> up to 8x10, per image	\$10 black and white	\$15 color
<b>DVD / USB</b>	\$5 / \$10	
<b>Reproduction of TBL-produced DVD</b>	\$15	
<b>Special Handling</b>	\$30 per hour for items requiring custom duplication, scanning, or photography including Oversized materials, Artifacts, and A/V materials	
<b>Rush service</b>	6-13 calendar days 150% fee per image	1-5 calendar days 200% fee per image
<b>Postage &amp; Handling, Insurance</b>	\$5 plus cost	