

REPRODUCTION AND DUPLICATION SERVICES

UNT Special Collections 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 specialcollections@unt.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 Special Collections 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 Special Collections 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 Dropbox, and scans are separated at the folder level. Please note, proxy research services do not include the digitization of audio visual material.

SCAN-ON-DEMAND SERVICES

Scan-on-Demand services provide users with high-resolution scans of collection materials that are delivered electronically via Dropbox. UNT Special Collections 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. Additional information regarding complimentary limits and fees can be found on the following page.

REPRODUCTION AND DUPLICATION FEE SCHEDULE

The following rates reflect fees for routine and in-house reproduction or digitization of materials from UNT Special Collections 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. Special Collections staff will notify you for approval before this work is done. Please see the following page for more information regarding the digitization of film and video. 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 and 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

Audio

Original Format	Reformatting	Notes
Analog Audio	\$40/studio hour	\$80/studio hour for materials requiring extraordinary intervention

FILM AND VIDEO

The Film and Video Duplication Fees table below reflects fees for routine and in-house digitization of moving image materials from UNT Special Libraries and the delivery of digital access copies *for personal research only*. The costs listed reflect labor and delivery of materials. Discounts may be available for large or bulk orders at the discretion of library staff. Additional labor costs will be charged for materials that require more extensive repair or handling to facilitate digitization work. Special Libraries staff will notify you for approval before this work is done.

Digital File Segments

Once we have digitized the requested material, we can provide you with digital file segments from the larger work for an additional fee. We will not digitize select portions of a larger analog work—the entire item must be digitized. We can also provide you with segments from digital files located on the Digital Library or Portal to Texas History. The fee for digital file segments is \$10 for the first segment and \$5 for each additional segment.

Digital File Delivery

All digitized files will be delivered electronically via Dropbox. Other delivery methods are subject to additional fees.

Film and Video Duplication Fees

Original Format	Digitization Fee
NBC5/KXAS Television News Collection Tapes (all formats)	\$100 per tape
Non NBC5/KXAS Television News Collection Materials:	
VHS, VHS-C, S-VHS, Betamax	\$50 per 2-hour tape (longer tapes billed by the hour)
Laserdisc	\$50 per disc
¾" U-matic	\$50 per tape
Betacam, Betacam SP	\$50 per tape
DVCAM, DVC Pro, Mini DV	\$50 per tape
DVD	\$50 per disc
Additional Formats (including Video 8 or Hi-8 video, 8mm and Super 8mm film, 16mm film with silent, optical, or magnetic soundtracks, and full-coat magnetic soundtracks)	Items will be sent to a preferred vendor for digitization. Fees will be determined by the vendor.