Procedures and Costs
for Scanning Photographs and Documents

This document establishes the procedures and conditions for the digital reproduction of photographs and documents at the Laurentian University Archives.

Conditions Related to Reproduction
The Copyright Act is enforced at the Laurentian University Archives. When there is a request by a researcher to reproduce archival material that is protected by copyright, it is the responsibility of the researcher to obtain written approval from the copyright holder in advance. The same conditions apply if a researcher requests a reproduction of archival material that has a restriction imposed on it by the donor or the depositor of the material in question.

Services Offered
Depending on the condition of the material, the Archives will provide scanning services for images and documents. We do not offer photographic printing services.

The Archives can only scan documents with dimensions up to 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 agree to loan out a document to a third party scanning service, in which case the interested party must accept any policy restrictions that are in place at the Archives at the time of the request.

The maximum number of individual scanned items that can be scanned at a given time is limited to 50 images per research project. A single page of a scanned document constitutes 1 image.

Prices & services are subject to change without notice

REPRODUCTION COSTS

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

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 hours service