

Costs for Photocopies of Archival Material

Only Laurentian University Archives employees are allowed to make photocopies of archival material. Patrons are required to make their own photocopies of Special Collections publications.

The Archives reserves the right to refuse to photocopy archival material for the sake of preservation.

There is a maximum of 200 photocopies per research project. Services and prices may change without notice.

Regular In-House Photocopy Charges			
User	Number of Copies	Price	Turnaround time
Student**	1 – 100	\$0.10 per sheet (letter)	Within 24 hours
		\$0.15 per sheet (legal)	
		\$0.20 per sheet (ledger)	
	101 - 200	\$0.10 per sheet (letter)	Within 2 weeks
		\$0.15 per sheet (legal)	
		\$0.20 per sheet (ledger)	
All other patrons	1 - 100	\$0.40 per sheet (letter)	Within 24 hours
		\$0.45 per sheet (legal)	
		\$0.50 per sheet (ledger)	
	101 - 200	Same as above	Within 3 weeks

Rush Service photocopy Charges			
User	Number of Copies	Price	Turnaround time
Students**	1 - 100	\$0.30 per sheet (letter)	Same day
		\$0.45 per sheet (legal)	
		\$0.60 per sheet (ledger)	
	101 - 200	\$0.25 per sheet (letter)	24-48 hours
		\$0.40 per sheet (legal)	
		\$0.55 per sheet (ledger)	
All other patrons	1 - 100	\$0.60 per sheet (letter)	Same day
		\$0.70 per sheet (legal)	
		\$1.00 per sheet (ledger)	
	101 - 200	\$1.00 per sheet (letter)	Same day
		\$1.10 per sheet (legal)	
		\$1.40 per sheet (ledger)	

** A valid student card is required.