

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 500 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	\$0.09 per sheet	Within 24 hours
	101 - 500	\$0.09 per sheet	Within 2 weeks
All other patrons	1 - 100	\$0.30 per sheet	Within 24 hours
	101 - 500	\$0.30 per sheet	Within 3 weeks

Rush Service photocopy Charges			
User	Number of Copies	Price	Turnaround time
Students	1 - 100	\$0.20 per sheet	Same day
	101 - 500	\$0.25 per sheet	24-48 hours
All other patrons	1 - 100	\$0.60 per sheet	Same day
	101 - 500	\$1.00 per sheet	Same day

** A valid student card is required.