

## **Rubenstein Library Scanning and Digitization Fees Guide**

In order to provide an effective and equitable service to all researchers, we can offer requests of up to 250 scans per request. All orders are processed in the order they are received. We do not offer rush requests.

### **Still-image Scans**

- The Rubenstein Library offers non-Duke-affiliated researchers a single reproduction request per academic year of up to 50 reference-quality still-image scans at no cost. The Rubenstein Library offers current Duke affiliates (students, faculty, and staff) up to 250 reference-quality still-image scans per academic year at no cost.
- Previously digitized reference-quality still-image files are provided to all researchers at no cost.

### **Still-Image Digitization Fees**

- Reference-Quality Still Images: \$25/hr (up to ½ inch of folder material or approximately 50 pages)
- Publication-Quality Still Images: \$25/hr (up to 3 high-resolution TIFF images).

### **Audiovisual Material Digitization Fees**

- The Rubenstein Library offers all researchers up to 10 audio or video recordings per academic year, as non-downloadable streaming files for 90 days.
- For downloadable audio or video material fees will apply. Audio visual material digitization fees are dependent on format, please contact [RL-repro@duke.edu](mailto:RL-repro@duke.edu) for further information.