

## Chatham University Archives

Jennie King Mellon Library  
Woodland Road  
Pittsburgh, PA 15232

412-365-1212

<http://www.library.chatham.edu/screens/asc>

### Reproduction Services and Fee Schedule

Chatham University Archives is committed to making research materials available to users on equal terms of access in accordance with the professional policies on access adopted by the library and archives communities. We may assess fees to recover the costs of producing reproductions and/or to provide research services for those unable visit our collections in person.

#### **Patron Photography**

Chatham Archives does not charge patrons wishing to use their own camera to photograph our collections. Patrons may use a tripod, but may not use flash. No selfie sticks.

#### **Chatham Community Reproduction Requests**

The Chatham Community is defined as enrolled students, faculty, staff, and administrators of Chatham University.

Members of the Chatham Community are not charged for reproduction of materials in the University Archives that can be reproduced in-house by JKM Library staff. Every effort is made to produce reproductions in a timely manner and requestors can expect a turnaround of 7 – 10 business days for digital delivery, unless special arrangements have been requested in advance.

Students requesting more than 20 reproductions per semester will incur a per reproduction fee equal to the rates for Chatham Alumni or at the discretion of the Archivist.

Reproduction requiring the engagement of service providers from outside the JKM Library, such as requests for photographs of oversized, fragile, or three-dimensional objects and for digital reformatting of audio/visual materials, is available through the Chatham Archives. External reproduction charges are passed along to the requestor at the discretion of the Archivist. Turnaround time on reproductions requiring outside resources can vary.

#### **External Requests**

Chatham Archives provides reproduction services to patrons who are not affiliated with Chatham University. Reproductions are delivered electronically by email or through an online electronic records delivery platform. Reproductions are available in a variety of formats and in a variety of resolutions.

Reproductions of previously digitized materials: \$5.00 per scan

New reproductions created in-house: \$10.00 per scan

Reproduction requiring the engagement of service providers from outside the JKM Library, such as requests for photographs of oversized or three-dimensional objects and for digital reformatting of audio/visual materials, is available through the Chatham Archives. External reproduction charges are passed along to the requestor along with a 10% service fee. Requests will not be processed until payment is received. Turnaround time on reproductions requiring outside resources can vary.

### **Delivery and Rush Service**

The University Archives makes every effort to provide reproductions in a timely manner and reproductions will generally be delivered electronically within 7-10 business days. Rush service is also available.

Delivery within 7 – 10 business days: No charge

Rush service: \$40.00

Hardcopy printouts of digital reproductions are provided upon request. The Archives reserves the right to assess fees for high-volume printing, color printing, use of acid-free paper, and postage.

### **Chatham Alumni**

Chatham Alumni are welcome to request reproductions from the University Archives and will incur costs at half the rate of non-affiliates.

Reproductions of previously digitized materials: \$2.50 per scan

New reproductions created in-house: \$5.00 per scan

New reproductions created with outside equipment: Vendor Fee plus 5% service fee

Rush service: \$20.00

### **Students from other institutions**

Chatham welcomes students from other institutions to research with our collections. We are pleased to offer students of other institutions their first 10 digital scans at no charge. Additional scans are charged at the Chatham Alumni rate.

Reproductions of previously digitized materials: \$2.50 per scan

New reproductions created in-house: \$5.00 per scan

New reproductions created with outside equipment: Vendor Fee plus 5%

Rush service: \$20.00

### **Research and Reference Service Fees**

The Chatham University Archives serves to preserve and make accessible records documenting the history of Chatham University to all Chatham affiliates and the general public in accordance with the Chatham University Archives Access to Records Policy. The Chatham University Archives reserves the right to assess fees for reference services extending beyond 60 minutes for non-affiliates at the rate of \$60.00 per hour. The Chatham University Archives does not assess reference fees for Chatham University Affiliates (Chatham Community and Alumni).

The Chatham University Archives does not provide research services for inquiries requiring in-depth or extended research, a determination made the discretion of the JKM Library staff. We can provide a list of contract researchers for those unable to schedule an extended, in-person research visit.

### **Payments**

Payments for fees will be collected in cash, checks drawn on a U.S. bank made payable to "Chatham University," or any of the following credit cards: American Express, Master Card, Visa, or Discover.

Updated 3/15/16