

## **CWU Archives and Special Collections Digital Imaging Services Policy and Costs**

### **Contact And Address**

CWU Archives and Special Collections  
Dr. James E. Brooks Library  
400 East University Way  
Central Washington University  
Ellensburg, WA 98926-7548  
Telephone: 509-963-1023  
Email: [archive@cwu.edu](mailto:archive@cwu.edu)

### **Ordering**

- Orders may be placed by mail/email, or in person.
- Photographs or documents will not be loaned.
- Scanning and imaging of photographs and/or other materials must be completed by the unit staff or an approved library/university vendor.
- Use of photographic and scanning equipment is at discretion of the University Archivist.

### **Fees**

#### **Digital Imaging**

The unit offers scans of original photographs and other materials up to 8 x 10 inches. Larger sizes may be accommodated depending on availability of equipment. Our costs are based per image and do not include the cost of a CD-ROM.

#### **Scanning**

Cost is per image; does not include the cost of a CD-ROM.

|         |             |
|---------|-------------|
| 4 x 6   | \$1.00      |
| 5 x 7   | \$2.50      |
| 8 x 10  | \$5.00      |
| 11 x 17 | \$10.00     |
| CD-Rom  | \$2.00 each |

#### **Photocopies**

\$0.10 per copy  
No charge for first 10 copies per visit

#### **Archival Research**

\$50.00 per hour. Assessed charges are for library staff conducting research for outside entities for commercial, for-profit purposes.

#### **Commercial And Professional For-Profit Requests**

Regardless of format: \$50.00 per image/item for one-time use

### **Publication Fees**

May be waived at the discretion of the University Archivist for Non-Profit 501(c)3 organizations or educational purposes.

### **Rush Orders**

Previously agreed to by patron.

Rush Fee: \$75.00 to cover staff time to process the order

Shipping Cost: Equal to amount being charged by the shipper

### **Other Formats**

Please request information for other services from the unit staff. Costs will vary depending on the format.

### **Copyright Information**

The researcher assumes full responsibility for compliance with copyright in their use of photographic materials. Central Washington University, Dr. James E. Brooks Library reserves the right to refuse to accept an order for imaging services if, in its judgment, completing the order would violate copyright law.

### **Permission To Publish**

Publication use applies to the use of a reproduction in digital, film, print, or video format. All users purchasing reproductions in any format, digital, or photographic, who intend to use them for any purpose other than personal research, must submit an application for permission to publish, re-publish or use from the University Archivist.

For additional information about copy charges, please consult with the library staff.

For additional information, please contact the University Archives at 509-963-1717 or [archives@cwu.edu](mailto:archives@cwu.edu), or see our web page.

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