

DIGITAL REPRODUCTION PROCESSING FEES

Please note that pre-payment is required before orders can be processed.

Questions? Contact reproductions@chs.org or (860) 236-5621 x247.

PRODUCT	DETAILS	FEE
High Resolution (publication quality) TIFF file (600 dpi)	Existing master/scan	\$25
	New master	\$50
Low Resolution (research quality) JPEG file	1-20 preview images from existing masters	FREE
High Resolution scans of books/manuscripts	Set up (including up to 5 pages)	\$50
	Each additional page	\$1
Photocopies	Letter or legal size (per page)	25¢
PDF scans (b/w)	Per page; includes scans from CHS microfilm	50¢
Delivery*	Electronic delivery via Hightail	\$2

*Contact staff if other delivery option needed; please note CHS does not provide glossy prints.

Standard service is 10 business days for existing masters/scans; 15 days for new masters/scans.

Rush service (2 business days) may be available; please confirm with staff before requesting. There is a 100% surcharge for rush service.

USE FEE SCHEDULE

All rights are one-time, per image, and non-exclusive.

Please note that pre-payment is required before use(s)* can be granted.

Use fees support collections care, digitizing time and preservation costs.

*Uses may include, but are not limited to: website, publication (magazine/journal/book), mobile app, exhibition and/or public display, film and/or video, or e-book.

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USE	COMMERCIAL	NON-PROFITS	INDEPENDENT AUTHORS & ACADEMICS	LOCAL MEDIA
One image, one use	\$100	\$50	\$50	Contact CHS staff
One image, all uses	\$250	\$125	\$125	Contact CHS staff