

Vietnam Archive Price List

(effective 1 November 2024)

Up to 2 hours of research/reproduction assistance are provided at no charge.
Assistance beyond 2 hours/request is charged at \$20.00/hour in addition to item fees.

Photocopies & PDF Scans

(paper copies or PDF scans of materials in our collections)

Requests from Offsite – via email or phone

Up to 2 hours of research assistance.....no charge
Additional research or reproduction time beyond 2 hours\$20.00/hour

NOTE: Discounts do not apply to hourly assistance charge.

Items not digitized\$0.25/page
Items digitized but not available online due to copyright\$0.25/page
Items freely available online\$0.45/page

Large orders of over 500 pages scanned/photocopied will have a 20% service fee
(in addition to the item fees) which is not subject to discount.

Onsite Requests – copies made in the Reading Room* are subject to 8.25% sales tax

8 ½ X 11 photocopy.....\$0.20/page
11 X 17 photocopy.....\$0.30/page
Digital print out\$0.05/page

*Based on current pricing set by Southwest Collections Reading Room policy.
Please verify price before requesting photocopies or digital prints.*

Digital materials

(file transfer and/or delivery is an additional charge, see [Delivery Options](#) below)

High Resolution Images – (TIF files)

300 dpi\$10.00/image
600 dpi to 2400 dpi (requires rescanning).....\$25.00/image
Custom specifications over 2400 dpiask for quote

Commercial use fee (in addition to file fee).....\$25.00/image

Moving Image (Film) Standard Definition (AVI files)

Moving Image\$20.00/file
Commercial use fee*.....\$20.00/15 minutes
*minimum charge \$20.00

Moving Image file delivery options:

- Burn file to DVD & ship via customer preference
- Secure electronic download
- Customer supplied portable thumb drive or hard drive (see prices below)

Moving Images- High Definition (note: HD is not available for all film types)

HD Moving Image\$50.00/file
HD Commercial use fee\$25.00/15 minutes
minimum charge \$25.00

As of 2016 all of our film digitization is being done in HD.

NOTE: Delivery of HD files may require a customer supplied portable hard drive.

Audio (WAV)

Audio file \$15.00/file
Commercial use fee \$15.00/15 minutes
minimum charge \$15.00

Moving Image or Audio Digitization Upon Request

You may request that specific items be digitized or re-digitized in HD

****depends on access to media player****

minimum labor charge is \$40.00

digitization labor fee = \$20.00/half hour of media

****Professional Outsourced Digitization is available upon request for quote.****

Maps (PDF)

Map file* \$10.00/file
Commercial use fee \$25.00/map

*Maps not already digitized will incur additional scanning charges

Documents (PDF)

PDF files (non-copyrighted, already digitized) \$2.00/file

Microfilm-

Material already digitized \$75.00/reel plus cost of storage media
Material not digitized \$100.00/reel plus cost of storage media

*Due to copyright held by the microfilm company, a limited amount of our microfilm can be reproduced digitally as TIF files. Extra time will be required to fulfill microfilm orders, and limits may be imposed on the amount reproduced.

Electronic File Transfer via CD or DVD

Files are stored on the appropriate media; we will make an effort to fit as many files on the media as space allows. Media cost is in addition to all other fees.

CD\$5.00/CD
DVD\$10.00/DVD
Portable hard drive (customer supplied).....call for file transfer price

Discounts

Non- profit organizations50% discount on commercial use fees
(proof of 501(c)3 status required)

Vietnam veteran50% discount on item files and commercial use fees

Student (student ID required)75% discount on item and commercial use fees

****Discounts are for already digitized item files and commercial use fees only.****

****Discounts only apply to the
first 20 digital files or 500 pages scanned/photocopied.****

Standard Order Processing

Usual processing time for a typical order is to ship within 2 weeks of payment date.

We will notify you if order requires additional time (i.e., quantity of items ordered, amount of labor required, availability of equipment or staff, etc.).

Shipping Options

USPS mailcost of postage + handling fee*
FedEx Overnight and 2 Daycost of postage + handling fee*
International Postage.....cost of postage + handling fee*
Secure Upload or Email Delivery (digital files only).....\$2.00/item
.....maximum \$10.00 per order

*NOTE: All shipping options of physical materials require a
TTU Mail Services handling fee of 12% of postage cost*

Rush Order Option

Rush turnaround times begin when full payment is received. Rush service is for order processing and shipment. It does not include in transit time for delivery.

Rush fee is per item and is in addition to regular file fees and commercial use fees.

Rush processing**\$100.00/item
(ship or electronic delivery within 3 business days)

Rush processing for digitizing film or audio\$100.00/item
(one week turnaround, limit 5 items)

**Requires VNCA verification based on availability of staff and equipment.
The VNCA reserves the right to decline a rush delivery request.**

Payment

VNCA accepts credit card payment via online store (Visa and MasterCard),
or mailing a check or money order.

NOTE: Orders are not in the order processing queue until full payment is received.

International Wire Transfer Fee\$25.00
Service charge on returned check or declined credit card\$25.00