

# Vietnam Archive Reproduction Price List

(updated 8/31/2011)

<b>Photocopies</b> – paper copies of materials from our collection.	
<b>Off site requests</b> – via email or phone	
Items not available online –	\$0.25/page
Items freely available online –	\$0.45/page
<b>Onsite requests</b> – photocopies made in the reading room are subject to 8.25% sales tax	
8 ½ X 11 –	\$0.20/page
11 X 17 –	\$0.30/page
Digital printout –	\$0.05/page
<b>Digital materials</b> –file transfer and/or distribution will incur an additional charge. See prices below.	
<b>Images</b> – (Tiff files)	
300 dpi –	\$10.00/image
600 dpi –	\$20.00/image
900 dpi –	\$30.00/image
Commercial use fee	\$25.00/image
<b>Moving Images</b> Standard Definition (.avi)	
Moving Image	\$20.00/file
Commercial use fee * –	\$20.00/15 minutes
* minimum charge \$20.00	
DVD, secure upload, or portable hard drive required (see prices below)	
<i>Note: Due to TTU network security policies, we are no longer able to upload files via unsecure FTP. Please contact the Vietnam Archive for FTP alternatives.</i>	

<b>Moving Images</b> High Definition (.avi) (HD not available for all moving images)	
HD Moving Image	\$50.00/file
HD Commercial use fee* –	\$25.00/15 minutes
Films requiring redigitization to HD will incur an hourly labor fee†	\$20.00/hour
* minimum charge \$25.00 † minimum charge 2 hours	
Secure upload, or portable hard drive required (see prices below)	
<b>Maps– (PDF)</b>	
Map * –	\$10.00/map
Commercial use fee	\$25.00/map
* maps not already digitized will incur additional charges	
<b>Audio –</b>	
Audio	\$15.00/file
Commercial use fee * –	\$15.00/15 minutes
* minimum charge \$15.00	
<b>Documents (PDF)</b>	
PDF –	\$0.20/page
<b>Microfilm-</b>	
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 concerns, a limited amount of our microfilm can be reproduced digitally as Tiff files. Extra time will be required to fulfill microfilm orders, and limits may be imposed on the amount of microfilm material reproduced.	
<b>File Transfer and Distribution–</b>	
Files are stored on the appropriate media; we will make an effort to fit as many files on the media as space allows. Cost is in addition to all other fees.	
CD –	\$5.00/CD
DVD –	\$10.00/DVD
BetaSP or MiniDV tape –	\$50.00/tape
Portable hard drive – (moving image files)	call for price
Secure upload (SSH)	\$10.00/order

## Discounts

Non- profit organizations (proof of 501(c)3 status required)	50% discount on commercial use fees
Friends of the Vietnam Center (commercial use fees still apply)	25% discount on item fees
Student (student ID required)	75% discount on item and commercial use fees

## Delivery Options –

Typical turnaround time for orders is two weeks from receipt of payment

1 <sup>st</sup> class mail –	cost of postage
Handling fee –	12% of postage cost
Overnight –	must be arranged in advance with staff
International Postage –	must be arranged in advance with staff
Secure upload or Email Delivery –	\$10.00/order

Large orders of over 25 images or 500 photocopies will incur a 20% service charge

## Rush Options

Rush turnaround times begin after payment is received and do not include delivery time.

Rush delivery* (3 business day turnaround)	\$100.00/item
Rush delivery for re-digitizing film to HD* (one week turnaround, limit 5 films)	\$100.00/item

\*We reserve the right to refuse a rush delivery request

## Payment

The Vietnam Archive accepts payment by check, Visa and MasterCard. Cash is only accepted for onsite orders.

Orders will not be shipped until payment is received.

A \$25.00 service charge will be added to all invoices with a returned check or declined credit card.