



# THE ARCHIVES OF THE EPISCOPAL CHURCH

## RESEARCH SERVICES AND REPRODUCTION FEES

<b>DOCUMENT REPRODUCTION</b>	<b>FEE</b>
Processing fee	\$20.00
Per page photocopy fee	.50
Per page scanning fee	.50

<b>PHOTOGRAPHIC REPRODUCTION</b>	
Processing fee	\$25.00
72-299dpi	5.00 per item
300-600dpi	30.00 per item

\*fees for reproduction of images larger than 11x17 will be negotiated on a case by case basis.

<b>AUDIO RECORDING REPRODUCTION</b>	
Processing fee (one item)	\$30.00
Each additional item	10.00
Digital-to-digital recording	no additional charge
Analog-to-digital recording	50.00 per ½ hr

<b>MOVING IMAGE REPRODUCTION</b>	
Processing fee	\$30.00
Film/Video to Digital Video	35.00 per 15 minutes

<b>RESEARCH FEES</b>	
Research service, 30 minutes staff research time	no charge
Research service, beyond 30 minutes	25.00 per ½ hr
Reading Room use	\$25.00 per week

<b>OFF-SITE RETRIEVAL</b>	
Retrieval of boxes stored off-site	*quote per order

\*minimum \$30.00 standard 3-day retrieval

<b>RUSH SERVICE (if available)</b>	
Reproduction of documents and/or photographs (3 business days or less)	\$50.00 per hour
Audio & Video reproduction	*quote per order

<b>POSTAGE</b>	
Postage & handling	USPS Priority Mail rates apply

\*Patrons may waive postage charges by providing their FedEx or UPS account number.

Employees of the DFMS and representatives of Commissions, Committees, Agencies or Boards of the General Convention are not subject to rights, royalties, and research fees.

### PAYMENT

We accept Cash, Check, Money Order, or PayPal.  
Pre-paid deposits may be required for large orders.  
Processing fees for orders placed and then cancelled are non-refundable.