

**Basic Research Services**

Research Fees

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Research service, first 30 minutes staff research time . . . . .	no charge
Research service, beyond 30 minutes . . . . .	\$25.00 per ½ hour
Reading Room use, external researchers . . . . .	\$25.00 per week

Offsite Retrieval

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Retrieval of boxes stored off-site . . . . .	quote per order
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Rush Service (when available)

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Reproduction of documents and/or photographs (3 business days or less) . . . . .	\$50.00 per hour
Audio and Video reproduction . . . . .	quote per order

Postage

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Postage and handling. . . . . USPS Flat Rate Priority Mail rates apply  
*Patrons may waive postage charges by providing their FedEx or UPS account number*

DFMS employees and General Convention representatives are not subject to rights, royalties, and research fees.

**Reproduction Services**

Document Reproduction

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Processing fee per order . . . . .	\$20.00
Per page photocopy fee . . . . .	\$0.50
Per page scanning fee . . . . .	\$0.50
Staff time (for offsite external requests) . . . . .	Research service rate

Photographic Reproduction

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Processing fee per order . . . . .	\$25.00
Low Resolution (72-150 dpi) . . . . .	\$5.00 per item
High Resolution (for publication) . . . . .	\$30.00 per item

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

Audio Recording Reproduction

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Processing fee (one item) . . . . .	\$30.00
Each additional item . . . . .	\$10.00
Analog-to-digital recording (in-house production) . . . . .	\$50.00 per ½ hour
Analog-to-digital recording (vendor) . . . . .	quote per order

Moving Image Reproduction

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Processing fee per order . . . . .	\$30.00
Film/Video to Digital Video . . . . .	quote per order

**Payment Options**

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.