

Duplication Fee Schedule

Duplication for Reference Purposes

Archives staff will photocopy or scan items in good condition according to the following fee schedule. Scans will be created at a resolution of 300 ppi. Alternatively, researchers on-site may use a personal camera to take digital photographs of materials *for reference purposes only* at no cost.

- 25 cents per page for normal B&W copying of materials;
- 50 cents for archival materials that need special care, and offsite orders that require staff to perform the duplicating work;
- \$5 per image for scanning and emailing, and \$10 per image if higher resolution (600 dpi) is requested;
- \$10 S&H service fee per request (fulfill within two weeks), and \$10 rush order fee (done within one business week).

Duplication for Publication Purposes

Researchers wishing to use materials from the Archives in publication, performance, exhibition, or broadcast must secure high-resolution copies from the Archives. Scans will be created at a resolution of 300 ppi or higher, depending on the requirements of the end use. Duplication fees for items used in publication are assessed according to intended use, the type of organization requesting use, and item type. Fees are for one-time, non-exclusive, single-language publication rights. Rates for uses not listed will be quoted upon request. All requests for reuse of duplicated items or a change in use must be submitted in writing to Wenxian Zhang (wzhang@rollins.edu), Head of Archives and Special Collections.

All researchers wishing to reproduce materials for publication must complete an [Application for Permission to Publish](#), available on the Archives' website.

Commercial Use

Commercial use includes publication in a book, journal or magazine, or a poster or calendar.

Digital Scans (still images, text documents)

	For-profit organization	Non-profit organization
For print publication	\$50.00	\$25.00
For video/film publication	\$75.00	\$35.00
For advertising	\$100.00	\$50.00
For public exhibition	\$100.00	\$50.00

Fees for digital copies of audio, film, and video will be assessed on a cost-recovery basis, and will depend on the format and condition of the item.

Non-commercial Use

Non-commercial use does not incur a fee. This use includes Rollins College publications in any form; local or regional historical society use in journals, pamphlets or for display; and publications such as newspapers, where the publicity advantage gained outweighs the value of a fee.

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Credit Lines

A credit line must be included for each item reproduced. The credit line should read:

Department of Archives and Special Collections
Olin Library, Rollins College, Winter Park, Florida

For published materials, the credit line should appear on the same page or the page facing the illustration. Individual images must be credited separately.

For films and video presentations, include the credit line in the credits section or “Sources for Illustrations” section of the production.

Images used in exhibitions should have the credit line directly below or adjacent to the original copy. When used online, credit should appear adjacent to the image in a “Source for Illustration” section.

