Service/Recharge Centers – Rate Proposal and Questionnaire

FY12 Proposal

Name of service center: Rasmuson Library Photo Unit
Service center org/fund number(s): 60080 – 173032
Individual to contact: Rasmuson Library Fiscal Officer
Phone number: 474-6344

Date questionnaire was finished: April 4, 2011
Period was which rate is requested: FY12
Estimated recoverable costs for the period: $232,321.95
(includes estimated carryforward deficit of $28.05)

Estimated revenue for the period: $232,350.00
Estimated amount charged to federal grants and contracts: None known

Rates proposed: Price lists for the Photolab are attached.

I reviewed this questionnaire and proposal. I believe it fairly represents the activities of the respective service center and request authorization to implement these rates as proposed.

Signature and date

Dean/Director certification

CFO (Chief Financial Officer) Approval:
DIGITAL PHOTOGRAPHIC SERVICES

FY12 PHOTOGRAPH REPRODUCTION PRICE LIST

For digital files and prints, we generally have the order completed within 10 working days, or less. Rush Service is available for an additional 50% fee. Those jobs will usually go out in 2-3 working days, or less.

Traditional reproduction, such as darkroom prints, copy negatives, slide production, etc. is no longer offered. We may be able to make suggestions on businesses that provide these services.

Digital Scanning Services

Digital Files: Our standard digital file is a TIFF with no compression, at 300dpi. These files are approximately 3,000 pixels on the long dimension and will print out at approximately 10 inches. The other dimension depends upon the format of the original. The files will result in a grayscale file that is approximately 5-8 megabytes in size, and color files that are approximately 15-24 megabytes in size. If a higher resolution is needed, (such as for a large print for an exhibit) please contact us for pricing. We should be able to accommodate you, but pricing will likely fall under either complex or special scanning.

<table>
<thead>
<tr>
<th>University</th>
<th>Non-University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rate</td>
<td>Rate</td>
</tr>
<tr>
<td>$11.00</td>
<td>$17.00</td>
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</tbody>
</table>

Digital files requiring Basic Scanning (most scans fit in this category) (ie. Standard film formats up to 8 X 10" and printed material up to 17 X 22")

Digital files requiring Complex Scanning

(Film larger than 8 X 10, odd-sized film, printed material larger than 17 X 22", up to 40 X 60")

Additionally, any item from the vault [rare books, rare maps, etc.] will be charged at this rate, or using the Special Scanning hourly rate, if difficulties are encountered.

Digital files requiring Special Scanning

$108.00 per hr. (Minimum 1/2 hr.)

If the scan requires special work, lighting, or time.

If digital restoration or other Custom Photoshop work is needed.

If the file size is larger than 300dpi

Digital File Delivery

We need to charge a nominal fee for materials and/or labor in order to deliver your files to you. These don’t cover overhead, but help to defray our costs, so we can continue our preservation and access mission.

Choose 1 of 3 methods. The fee is $2.00 per file.

- The files can be put on CD/DVD, with jewel case.
- The files can be posted on our web site for you to download. Please provide an e-mail address so we can notify you when the job is completed, as well as providing information on downloading the files.
- The files can be sent via FTP to your server.

The charges listed above will apply to 300 dpi file size. Contact us for pricing on larger file sizes, which require more time and space.

Mailing Services

For 1 - 3 prints (8 1/2 X 11), we will mail via Priority Mail, for $7.50.

Larger sizes will ship in mailing tubes. Please add $4.00 for the tube, plus 10% of order for shipping.
HIGH RESOLUTION PHOTOGRAPHIC QUALITY INKJET PRINTS

Digital prints are available in Black & White, or Color. We use Epson printers and Epson K3 Ultrachrome inks, which are extremely stable.

We use matte surface paper for all black & white, or color printing.

***If choosing an item to print that has not previously been scanned (i.e. An image not from Vilda or www.alaskahistorystore.org), there will also be a scan fee, in addition to the printing fee.***

**NOTE:** While definitive testing is still being conducted, Matte surface digital prints are rated to last more than 70 yrs. This is based on proper storage and display environments. See: http://www.epson.com/ http://www.wilhelm-research.com/

### SHEET papers

<table>
<thead>
<tr>
<th>Print Size</th>
<th>University Price</th>
<th>Non-University Price</th>
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</thead>
<tbody>
<tr>
<td>8 ½ X 11”</td>
<td>$11.00</td>
<td>$17.00</td>
</tr>
<tr>
<td>11 X 14”</td>
<td>$17.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>17 X 22”</td>
<td>$29.00</td>
<td>$43.00</td>
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</tbody>
</table>

### ROLL papers

*for long prints and prints larger than 17 X 22*

<table>
<thead>
<tr>
<th>Width</th>
<th>Price per linear foot</th>
<th>Non-University Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>7” wide</td>
<td>$11.00 per lin. Ft.</td>
<td></td>
</tr>
<tr>
<td>8 ½” wide</td>
<td>$10.00 per linear foot</td>
<td>$13.00 per lin. Ft.</td>
</tr>
<tr>
<td>13” wide</td>
<td>$12.00 per linear foot</td>
<td>$17.00 per lin. Ft.</td>
</tr>
<tr>
<td>24” wide</td>
<td>$24.00 per linear foot</td>
<td>$35.00 per lin. Ft.</td>
</tr>
</tbody>
</table>

The price is determined by the linear footage of the final print, including borders. Prices charged by the linear foot, for every half foot (or portion, thereof) that is used.

**Tyvek 24” wide roll**

*This is an indoor/outdoor banner material. At 10 mil.thick, it can be sewn and grommeted. The finished product is water and scratch resistant.*

<table>
<thead>
<tr>
<th></th>
<th>Price/sq. ft.</th>
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<tbody>
<tr>
<td>$24.00 sq. ft.</td>
<td>$32.00 sq. ft.</td>
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</table>

**Print sizes greater than 17 X 22” AND Panoramic Prints**

We can print large and panoramic prints in various sizes. Our photographic-quality prints are limited to a 24” roll paper. While we have printed a panoramic print that was 2 ft. tall X 12 ft. long, an important consideration is the cost of matting and framing to display it. Please investigate this thoroughly before placing your order.

**Poster Size and Larger Prints**
We have a graphic printer to produce prints up to 54 inches. While these are excellent quality prints, they are *not true photographic quality*. For certain applications, such as posters, they are an appropriate choice. We currently stock 24", 36", 42" and 54" rolls of coated paper. Check with us about the availability and sizes of paper. If you are providing the file, all Adobe PDF and In Design 2.0 files should work fine. Check with us, first, about the compatibility of other files you may have. **NOTE:** If we have difficulty opening your file, we reserve the right to charge a labor fee of $72.00 hr. (University rate) and $108.00/hr., (non-University rate) for the extra time involved.

<table>
<thead>
<tr>
<th>University Price</th>
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<tr>
<td>$7.50 sq. ft.</td>
<td>$10.00 sq. ft.</td>
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**Discount Pricing for Web & PowerPoint digital files.** A discounted price for digital files from 35mm slides and/or from printed materials up to 11 X 14" is offered for files intended for Web or PowerPoint usage. These files are JPEGs and are 1,000 pixels on the long dimension. (The discount is available on quantities of 20 or more slide scans done in 1 order.)

*(Note: This discount pricing is not available from negatives.)*

Web/PowerPoint digital files (per file) **$8.50 ea.**

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**Shrink Wrap** (using cardboard backing)

- 8X10 - $10.00
- 11X14 - $13.00
- 17X22 - $20.00
- 24X36 - $50.00
- 24X48 - $61.00

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**Panoramas**

- Short - $39.00
- Longer - $65.00

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**Misc. products**

- Notecards - $4.00 each
- Boxed set (6) - $18.00
- Tote Bag - $15.00 each (screen-printed AK. History Store logo)

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**Sheet-fed document scanning**
Preparation to be made by Customer - in Advance

- Remove all staples and paper clips
- If any papers have folds, straighten them out
- Use post-it flags, or colored strips of paper between each group of papers that you want to be made into a separate PDF file
- Provide names for each PDF file

Charges
$1.20 per minute, with a $20.00 minimum charge
Plus, $5.00 to burn to CD

***RUSH FEES ARE 50% EXTRA***
FY12 PRICE LIST

Internal Pricing for Collection Development Work

Digital Work performed for Collection Development

Scanning

Basic scans - $11.00

(i.e. Standard film formats up to 8 X 10" and printed material up to 17 X 22")

Complex scans (maps, other) - $43.00

(Film larger than 8 X 10, odd-sized film, printed material larger than 17 X 22", up to 40 X 60"

Additionally, any item from the vault [rare books, rare maps, etc.] will be charged at this rate, or using the Special Scanning hourly rate, if difficulties are encountered.

Additional fees may apply for special situations such as pulling apart a framed item, etc.

Special scans - $108.00 hr. (3/4 hr. minimum per scan = $81.00)

If the scan requires special work, lighting, or time.

If digital restoration or other Custom Photoshop work is needed.

If multiple scans and stitching is needed

If the file size is larger than 300dpi

Digital Prints

8.5 X 11 or 2up prints (contacts) on 8.5 X 11 paper - $11.00

Pricing on other sizes is available.

Archiving of Digital Files and Content DM prep.

(No discount for collections.)

Basic file - $2.50

Larger files (like maps) - $6.00
**Digital File Delivery** - burned to CD/DVD

The fee is $2.00 per file.
These charges will apply to 300 dpi file size. Contact us for pricing on larger file sizes, which require more time and space.

**Additional Services**
To re-name files - $2.00 ea.
To re-edit images - $4.50 ea.

***RUSH FEES ARE 50% EXTRA***
DIGITAL PHOTOGRAPHIC SERVICES
LOBBY FY12 PRICE LIST

For the services listed below, University-related work, receives a discount. This applies only to orders from departments within the University system and paid for by University funds.

Digital Prints using Epson's K3 Ultrachrome inks and Epson Enhanced Matte paper.

<table>
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<td>24” wide</td>
<td>$35.00 per linear foot (example 24X30+ - $87.50)</td>
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Panoramas

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Price is: $10.00 square foot

**NOTE:** If we have difficulty opening your file, we reserve the right to charge a labor fee of $108.00/ hr. for the extra time involved.
**Basic scan**  Most scans will fit this category. (at 300 dpi)
Standard film formats up to 8 X 10, and printed material up to 17X22 $17.00

**Complex scan**
Film larger than 8 X 10 or odd-sized film. Printed material larger than 17X22 (up to 40X60), anything requiring extremely high resolution, or any Rare Books or Maps from the vault
$65.00

**Special scan**
If the scan requires special work, lighting or time.
If digital restoration or other Custom Photoshop work is needed.
If multiple scans and stitching is needed
If the file size is larger than 300dpi  $108.00 hr. (3/4 hr. min. per image = $81.)

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**Digital file delivery**  Choose any method. The price is $2.00 per file.
- CD/DVD with jewel case
- Files can be posted on our web-site for you to download. Please provide an e-mail address.
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