Time and Materials Centers – Rate Proposal and Questionnaire

FY15 Proposal

Name of service center: Rasmuson Library Photo Unit
Service center org/fund number(s): 60080 – 103010
Individual to contact: Rasmuson Library Fiscal Officer – Wendy Frandsen X6696

Phone number: 474-6344 Marge Thompson (preparer)

Date questionnaire was finished: April 1, 2014
Period was which rate is requested: FY15

Estimated revenue for the period: $10,000.00
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.

Dean/Director certification

CFO (Chief Financial Officer) Approval:

[Signature and date]
FY15 Price List

DIGITAL PHOTOGRAPHIC SERVICES
FY15 PHOTOGRAPH REPRODUCTION PRICE LIST

For digital files and prints, our turnaround time is a minimum of 2 weeks. Rush Service is available for an additional 50% fee. Those jobs will usually go out in 2-3 working days, or less.
Please allow extra time for large orders > 200 scans. Inquire with Photo manager beforehand. 474-6344

Digital Scanning Services

Digital Files: Our standard digital file is a high quality TIFF, (to industry standards) with no compression.

Digital files requiring Basic Scanning (most scans fit in this category)
(This would include scans from B&W negatives, slides other than mounted 35mm, or printed materials. **No color negative scanning, unless you have a color photograph we can match to.**)

1. The standard film formats that would be included would be those up to 8" X 10".
2. Unmounted 35mm slides, and also 120mm, 4X5 and 8X10 slides/transparencies (mounted or unmounted)
3. Any printed materials up to 17" X 22"

Price: $32.00 per hour (minimum 1/2 hour) Approximately 15 scans an hour can be done, depending on material condition.

Therefore, including the $5.00 digital delivery fee, the costs are:
1 - 4 scans = $16.00
5 - 7 " = $24.00
8 - 11 " = $32.00
12 - 15 " = $37.00

For mounted 35mm slides, the charge would be for 2 hours of time @ $32.00 per hour, per every 20 slides.
20 slide scans will cost $64.00, plus the $5.00 digital delivery fee = $69.00
(1 hour minimum charge for small amounts. (<10))

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.

Price: $45.00, plus the $5.00 digital delivery fee = $50.00. (This is based on $45.00 an hour. Approximately 1 scan an hour can be done, depending on material condition and other factors.)

Digital files requiring Special Scanning
Price: $108.00 /hr, plus the $5.00 digital delivery fee = $113.00
If the scan requires digital restoration or other Custom Photoshop work, special lighting, or time.

(Minimum ½ hr. per image = $81.00 plus the $5.00 digital delivery fee = $86.00)

**Digital File Delivery**  We need to charge a nominal fee for materials and/or labor in order to deliver your files to you. These help to defray our costs, so we can continue our preservation and access mission. Choose 1 of 2 methods.

**The fee is $5.00 per order, if quantity is less than 50.** (Every 50 files thereafter will be @ $5.00 per group.)

- The files can be put on CD/DVD, with jewel case.
- The files can be sent via FTP to your server. 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.

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**Mailing Services**
For 1 – 3 prints (8 ½ X 11), we will mail via Priority Mail, for $9.00.
Larger sizes will ship in mailing tubes. Please add $4.00 for the tube, plus 10% of order for shipping.

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**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 (ie. An image not from Vilda or www.alaskahistorystore.org), there will also be a scan fee, in addition to the printing fee.***

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**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/

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**SHEET papers**

<table>
<thead>
<tr>
<th>Print Size</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 ½ X 11&quot;</td>
<td>$11.00</td>
</tr>
<tr>
<td>11 X 14&quot;</td>
<td>$17.00</td>
</tr>
<tr>
<td>17 X 22&quot;</td>
<td>$29.00</td>
</tr>
<tr>
<td>24 X 36&quot;</td>
<td>$60.00</td>
</tr>
</tbody>
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**ROLL papers**

- 7" wide   $9.00 per linear foot
- 8 ½" wide $10.00 per linear foot
- 13" wide  $12.00 per linear foot (while supplies last)
- 17" wide  $17.00 per linear foot (while supplies last)
- 24" wide  $24.00 per linear foot
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.*

$24.00 sq. ft.

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**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.

**Panoramas**

- Short - $24.50
- Longer - $40.50

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**Misc. products**

- Notecards - $3.00 each
- Boxed set (6) - $19.00
- Tote Bag - $8.00 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

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***RUSH FEES ARE 50% EXTRA***