

Pricing for archives digitization services

Version 1.0

April 2026

Background

The University Archives offers digitization services to the university community and the public. This document describes archives digitization services and outlines associated fees.

Conditions of services

Users may request digital reproductions of archival material in the Dalhousie University Archives under the conditions outlined below.

1. All reproductions will be arranged by Archives staff. Users will be notified of any applicable fees before the request is fulfilled.
2. Requests may be refused due to copyright restrictions, privacy or donor restrictions, or the physical condition of the item.
3. Unless otherwise stated, fees for digitization services will be determined in accordance with this fee schedule.
4. Requestors assume full responsibility for compliance with the requirements of applicable copyright legislation and for securing publication rights to the reproduced materials.
5. Reproductions may not be further duplicated, published or otherwise disseminated without specific agreement and the payment of any applicable licensing and permission fees.
6. Requests will be handled in a manner that helps the university increase access to its archival collections. The Archives reserves the right to make digital files freely available after a requestor has paid for the initial digitization services.

Digitization services

All fulfilled digitization requests include the following when required, unless otherwise specified:

- High-quality digital files

- Optical Character Recognition (OCR) text scanning (if applicable)
- Temporary storage on secure file transfer system for retrieval (1-2 weeks)

Additional editing and color adjustment fees may apply if requested (charged at an hourly rate).

Delivery times vary depending on the format and volume of material requested. The Archives will provide digital copies via email attachment or a secure file transfer system.

Express scanning service is not available.

Audiovisual items

The University Archives works with vendors to handle on-demand requests for digitization of audiovisual items. Services are provided on a cost recovery basis.

Payment of fees

The University Archives will issue an invoice for digitization services. Payment is due within 30 days. Researchers can pay invoices online by credit card (preferred) or by cheque. Cash is not accepted.

Fee schedule

Archival digitization services

The University Archives determines digitization fees on a case-by-case basis, using one or more rates:

- **Hourly rate:** Fee is based on the number of staff hours required to complete the request. Rate is charged in 15-minute increments.
- **Fee per-item:** Fee is charged on a per-item basis (i.e., a single page or photograph).
- **Cost recovery:** Costs for external vendor digitization services and shipping are paid for by the requestor.

The following table outlines digitization services and associated fees:

Format	Rate		
	Hourly rate	Fee per-item	Cost recovery
Standard-size documents (maximum size 11 x 17 in.)	\$40.00/hour (minimum \$10.00 fee)	N/A	N/A
Oversize documents (minimum size 11 x 17 in.)	\$60.00/hour (minimum \$15.00 fee)	N/A	N/A
Photographic print	\$40.00/hour (minimum \$10.00 fee)	\$10.00	N/A
Photographic slides or negatives	\$40.00/hour (minimum \$10.00 fee)	\$10.00	N/A
Oversize graphic items, maps, and technical drawings (minimum size 11 x 17 in.)	\$60.00/hour (minimum \$15.00 fee)	\$15.00	N/A
Glass plate negatives	\$100.00/hour (minimum \$25.00 fee)	\$25.00	N/A
Audio cassettes	N/A	\$50.00	Digitization and shipping costs
Betacam, Betacam SP	N/A	N/A	Digitization and shipping costs
DVCAM, MiniDV	N/A	N/A	Digitization and shipping costs
Open reel audio (reel to reel)	N/A	N/A	Digitization and shipping costs
Additional editing or colour correction services	\$100.00/hour (minimum \$25.00 fee)	N/A	N/A