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University of Kansas Libraries  
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**Print Materials, Manuscripts, and Photographs**

<b>Patron-created reproductions</b>	
Bookeye scanner	No charge
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PDF reference copies (not available for negatives or slides)	\$0.25 per image
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**Sound and Moving Images**

Delivery options

Media: DVD, CD, cloud upload, or delivery on customer-provided external drive.

Format: MP3 (audio) or MP4 (moving image); alternative file formats possible upon request.

Processing time

Typically ranges from one business day to several weeks based on nature and size of project.

Please allow up to four weeks for processing.

Rush orders may include additional charges.

<b>Audio</b>	
Analog to digital conversion Includes: LP, 78rpm, 45rpm, audiocassette, open reel tape	\$25/hour per source (\$25 minimum)
Digital source to digital copy	\$25 per file copied
Outside vendor digital conversion Employed rarely, when source media requires special attention	Vendor cost
<b>Moving Images</b>	
Digital source to digital copy	\$25 per file copied
Outside vendor digital conversion Employed to convert analog (and older non-standard digital) moving image content  Typical vendor rates: Film-to-digital: 16mm standard definition conversion: \$125/30 min. (average) Video-to-digital: \$75/hr. (average)	Vendor cost