

OHSU Historical Collections & Archives – Service Fees

On-site access to Historical Collections & Archives is provided at no charge.

Copy Services

	OHSU Students, Employees, Volunteers	Visitors and the Public
Photocopies (up to 50 copies per request)	No charge	\$.10 per page
Scans (up to 5 images per request)	No charge	\$10.00 per image
Audio-visual	Consult with HC&A staff	Consult with HC&A staff
Downloads from digital collections	No charge	No charge

Delivery Options

	OHSU Students, Employees, Volunteers	Visitors and the Public
Email, file share	No charge	No charge
Campus mail	No charge	n/a
U.S. mail	No charge	\$3.00
International mail	n/a	\$10.00
Fax	No charge	\$3.00

Surcharges

	OHSU Students, Employees, Volunteers	Visitors and the Public
Rush fee (non-rush turnaround time is 1-2 weeks)	\$50.00	\$50.00 plus per-item fee.
Photocopy orders over 50 pages and scan orders over 5 images	\$10.00	\$10.00 plus per-item fee
CD-ROM/DVD burning	No charge	\$10.00 per disc

Publishing Rights

Publication requests must be submitted in writing. Researchers are responsible for determining the copyright status of HC&A materials and obtaining permission from copyright holders.

Academic and non-commercial enterprises: No charge	Commercial enterprises: \$150.00 per item
--	---

Payment by cash, check, or money order in U.S. funds or OHSU FAID/ALIAS

Contact: OHSU Historical Collections & Archives homref@ohsu.edu 503-418-2287

