

KANSAS STATE HISTORICAL SOCIETY

Photoduplication and Copy Services

March 1, 1988

(Prices subject to change at any time.)

PHOTOGRAPHS - Minimum order \$2.00

Semi-gloss finish only (if negative is furnished or available in our files):

	B & W	Color (if available)	Dry Mount
4 x 5	\$ 2.00 . .	\$ 2.00 . .	\$ 1.25
5 x 7	2.50 . .	3.00 . .	1.25
8 x 10	4.00 . .	5.50 . .	1.25
11 x 14	9.00 . .	12.00 . .	2.25
16 x 20	13.00 . .	50.00 . .	3.00

Sepia not available except through local commercial photographers with an additional charge.

Photographs made from microfilm require a \$2.00 negative charge.

Copy work \$2.00 per item in addition to cost of print if no negative is available.

Mounting charge \$1.00 per sq. ft.

Color slides (2x2) will be made in 24 exposure increments, \$14.00 per increment;
36 exposure increments, \$22.00 per increment.

Color slides for duplication only are \$1.00 each.

Color transparencies (4x5) will be made in special cases where such work is feasible for \$30.00.

46,000 photographs are available on microfiche and diazo copies are available for \$1.00 per sheet.

RUSH FEES - The completion of photograph orders is normally 14 working days. Rush orders of 10 or less prints will be completed within 5 working days. Orders over 10 prints will be guaranteed in 10 working days with approval from the photography lab. The Rush Fee is an additional \$5.00 per print (plus shipping). Requests for rush services must be approved by a member of the Manuscripts Department.

MICROFILM - Minimum order \$30.00 plus postage and sales tax if applicable.

Positive prints of newspapers, census records, and other material on microfilm may be obtained from Micro Security, Inc., A Division of Underground Vault & Storage, P.O. Box 1723, 906 N. Halstead, Hutchinson, Kansas 67501. This company stores all the Society's negative microfilm and will quote prices of positive prints of film on request. The collections on film listed in the Society's publications list will still be ordered through the Society and the cost will be \$25.00 per roll.

Microfilming will be done on special order when the camera schedule permits. Prices are 50¢ per frame plus a handling charge of \$1.00 per volume if the material is in bound volumes or \$5.00 per hour if the material consists of loose manuscripts and preparation/collation is required.

COPIES

Microfilm reader-printer copy orders to be picked up by the patron, are \$2.00 for each item requested. Copies for mail orders are 50¢ each with a \$2.00 minimum charge for each item requested. All requests for reader-printer copies must contain the specific citation. Patrons can make their own copies for 25¢ each, using a coin-operated machine.

Copies made with the 3M Overhead copier are 50¢ each with a minimum charge of \$3.00 per volume for printed materials, or \$3.00 per order for Archives and Manuscripts materials, which includes up to six copies, tax and postage. Any order over \$3.00/six copies will require an additional 50¢ per copy and \$1.00 for tax and postage. There will be a delay in receiving these photocopies because they must be mailed or picked up at some later date when they are finished. Prepayment is required. Newspapers not on microfilm, certain library materials, and oversized materials must be copied by this method.

Archives & Manuscripts: Xerox type machine copies are 25¢ each, with a minimum charge of \$2.00 on requests received by mail. This charge for mail orders includes postage and handling. For Xerox type copies requested in person and copied immediately or to be picked up at a later time, the charge is 15¢ per page.

Library: Xerox type photocopies, requested in person and received at that time, are 15¢ each plus tax. If the patron cannot wait for the copies, or if they cannot be done at that time they are requested for any reason other than equipment failure, the copies are 25¢ each, tax and postage paid, with a \$2.00 minimum for the total order. These charges apply whether the copies are mailed or picked up. Xerox type photocopies requested by mail are 25¢ each, tax and postage paid, with a \$2.00 minimum for the total order.

CERTIFIED COPIES of records will be provided for a charge of \$2.00 per copy.

POSTAGE IS IN ADDITION TO THE ABOVE PRICES UNLESS OTHERWISE NOTED.
KANSAS RESIDENTS ADD 5 PERCENT SALES TAX.

217/782-4836

Ill. Hist. Soc.

Does not have

director
Mary Michaels, photograph
[Car, Stockton]

Lucy Page Gaston

Hist. of League of America

wrote letter 6/29

Chic. Hist. Soc. - 312/642-4600

Cook Cty. Hist. Soc. -

312/ none

Linda Ziemer
Prints & Photographs Dept
Chic. Hist. Society
Clark S & N A
60614

IMPORTANT MESSAGE

TO AD
 DATE 9/29 TIME 10:20 A.M.
 P.M.

WHILE YOU WERE OUT
 M Mary Michaels
 OF Ill J State Historical Soc
 Area Code _____
 & Exchange _____

TELEPHONED	PLEASE CALL
CALLED TO SEE YOU	WILL CALL AGAIN
WANTS TO SEE YOU	URGENT
RETURNED YOUR CALL	

Message pic of Lucy Page
Qaster

They do not have

Operator _____

