

Document Reproduction Policy & Fee Schedule

The Spencer S. Eccles Health Sciences Library is pleased to provide reproductions of our documents and document repository materials, when such reproductions will not damage the original artifact, violate copyright, nor violate any restrictions imposed by the donor.

We can provide digital scans of documents, figures, and elements within documents. Prices for digital scans, rush fees, and research services are listed in the Scanning & Digitization Fee Schedule. Digital images will be delivered through an agreed upon medium such as email, Drop Box or U-Box account.

Commercial use requires the completion of an Application for Permission to Publish and the payment of Use Fees. See Commercial Use Fee Schedule.

Non-Profit and University of Utah Usage Policy

Spencer S. Eccles Health Sciences Library is pleased to support non-profit uses of our images. No use fees are charged for organizations able to provide proof of their non-profit status.

No use fees are charged for use of the images in student papers, theses, dissertations, scholarly works addressed to limited audiences, official publications by the University of Utah, the State of Utah, or local government agencies in Utah, or for exhibition in museums.

Document Scanning & Digitization Fee Schedule

The following fees are charged for one-time digitization efforts. Additional fees for rush service and research apply for complex projects. Payment for research activity is required whether or not applicable materials are located. Delivery time varies, rush service is only available for immediately accessible materials.

- Unimproved scans of documents:
\$2.50 per page

- Enhancement of scans from photographs, slides, or negatives:
Additional \$30 per hour of enhancement effort
- Rush Service
Additional \$2.50 per page
- Research fee for discovery or information finding:
\$50 per hour of research efforts

Commercial Use Fee Schedule

The following use fees are charged for one-time, one-edition commercial use. Such uses required that a completed Permission to Publish form be submitted in advance before the order can be processed.

Request Form Located at: <https://library.med.utah.edu/publishing/about-us/item-request-and-fee-schedule/>

If documents do not exist in a digitized format these fees will be charged in addition to the Document Scanning fees from the previous section.

Production Run	Fee Per Document
2,000 or less	\$50
2,001 – 10,000	\$75
10,001 – 20,000	\$100
20,001 – 50,000	\$150
50,001 or more	\$200

Please note that all prices are subject to change without notice. This policy applies to documents such as prints, publications, etc. See <https://library.med.utah.edu/publishing/image-request-and-fee-schedule/> for moving-image and still-image policies and fees.