

Digitization Fees

All digitization of material from the collection of the Georgia Historical Society (GHS) is completed by GHS staff. Eligibility for digitization is based upon the condition and size (up to IIX17 inches) of the item. Images can be saved in .tif or .jpeg formats. Resolution range is between 72 and 2000 ppi. If no format or resolution is specified, images will be saved in .tif format and digitized at 300 ppi.

| Digitization Resolution | GHS Members | <u>GHS Non-Members</u> |
|--|-------------|------------------------|
| Low/online resolution fee per image (72 ppi) | \$10 | \$15 |
| Standard resolution fee per image (73-300 ppi) | \$25 | \$40 |
| High resolution fee per image (greater than 300 ppi.) | \$40 | \$55 |

Excess Image Discount - Requests in excess of 6 or more images receive a 5% discount (excluding taxes and service charges).

Pre-Payment Is Required for Orders to Be Processed

- Sales Tax: If order is to be picked up at the Georgia Historical Society, Chatham County tax of 7% will be added.
 Shipping & Handling: \$10.00 USPS, \$35.00 for overnight courier service. Note: Tax (7%) must be added to all orders shipped within the state of Georgia. Orders delivered electronically are not taxed.
- Rush Orders: For 24 hour rush service (available for orders of 5 scans or less) there is a \$150 flat fee. For 5 day rush service (available for orders of up to 10 scans) there is a \$75 flat fee. Rush service is dependent upon staff availability.

Use Fees: Use fees apply. See schedule of use fees.

Turn-Around Time: Allow 20 working days for each order. Orders in excess of 15 images may require additional turn-around time.

The Purchase of Digital Images Does Not Constitute Permission to Publish. Permission Must Be Obtained Separately in Writing.

For more information, please contact the Georgia Historical Society Research Center staff at <u>library@georgiahistory.com</u> or 501 Whitaker Street, Savannah, GA 31401.

Price list is subject to change.