



TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
State & Local Records Management Division
DIGITAL IMAGING SERVICES
FEE SCHEDULE (FY 2018)

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center at 4400 Shoal Creek Boulevard in Austin, Texas.

| Standard Capture | | Imaging up to 8.5x14 | |
|-------------------------------------|------------------------|-------------------------------------|---------------|
| 1. B & W 200 DPI | Per Image | \$ | 0.030 |
| 2. B & W 300 DPI | Per Image | \$ | 0.032 |
| 3. B & W 400 DPI | Per Image | \$ | 0.035 |
| 4. B & W 600 DPI | Per Image | \$ | 0.040 |
| 5. Color 300 DPI | Per Image | \$ | 0.040 |
| 6. Color 400 DPI | Per Image | \$ | 0.045 |
| 7. Color 600 DPI | Per Image | \$ | 0.050 |
| Large Format Image Capture | | Imaging up to 48 inches wide | |
| 8. 200 DPI | Per Image | \$ | 0.900 |
| 9. 300-600 DPI | Per Image | \$ | 1.000 |
| Transparency Media Capture | | Not Available | |
| Image Processing | | OCR/Searchable PDF | |
| 10. 200 DPI | Per Image | \$ | 0.030 |
| 11. 300 DPI | Per Image | \$ | 0.030 |
| 12. 400 DPI | Per Image | \$ | 0.030 |
| 13. 600 DPI | Per Image | \$ | 0.040 |
| Microform Conversion | | | |
| 14. Microfilm to Digital | Per Image | \$ | 0.040 |
| 15. Microfiche to Digital | Per Image | \$ | 0.050 |
| Index Field - Type 1 | | Automated Process | |
| 16. 15 Characters | Per Document | \$ | 0.030 |
| 17. 16-30 Characters | Per Document | \$ | 0.030 |
| 18. 31-45 Characters | Per Document | \$ | 0.030 |
| Index Field 2 - Type 2 | | Manual capture within doc | |
| 18. 15 Characters | Per Document | \$ | 0.045 |
| 19. 16-30 Characters | Per Document | \$ | 0.055 |
| 20. 31-45 Characters | Per Document | \$ | 0.075 |
| Special Document Handling | | | |
| 21. Overnight Vault Storage | Per Day, per container | \$ | 1.000 |
| 22. Environmental requirements | Per Day | | No Charge |
| Capture From Special Formats | | | |
| 23. Photographic Prints | Per Image | | Not Available |
| 24. Photographic Negatives | Per Image | | Not Available |
| 25. Newspaper | Per Image | | Not Available |
| 26. X-Rays | Per Image | | Not Available |
| 27. Manuscripts | Per Image | \$ | 0.200 |
| 28. Drawings | Per Image | \$ | 1.000 |
| 29. Bound Books | Per Image | | Not Available |



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| Enhancing Images | | | |
|--|----------------------------|-----------------------|-----------------|
| 30. Bit Depth | | Per Image | \$ 0.015 |
| 31. Resolution | | Per Image | \$ 0.015 |
| 32. Tonal dynamic range | | Per Image | \$ 0.015 |
| 33. Contrast | | Per Image | \$ 0.015 |
| 34. Color space | | Per Image | \$ 0.015 |
| Delivery Media By Storage Type | | | |
| 35. CD | | Per CD | \$ 1.000 |
| 36. DVD | | Per DVD | \$ 2.000 |
| 37. USB | | Per USB | At Cost |
| 38. Portable HD | | Per HD | At Cost |
| 39. Media By Data Exchange | | Per Gigabyte | No Charge |
| 40. Transfer to media provided by Agency | | Various | No Charge |
| 41. Imaging Repository Hosting/Repository Maintenance | | | Not Available |
| Personnel | | | |
| 42. Document Preparation | | Per Hour | \$ 40.000 |
| 43. Re-Preparation Services | | Per Hour | \$ 40.000 |
| 44. Project Manager/Project Planning | | | No Charge |
| Transportation | | | |
| 45. Pickup/Delivery | Inside Austin City Limits | Per Trip | \$ 11.000 |
| 46. Pickup/Delivery | Outside Austin City Limits | Per Mile | \$ 0.750 |
| Destruction | | | |
| 47. Paper | | Per Box | \$ 2.750 |
| 48. Shipping | | Per Box | At Cost |
| Output File Formatting | | | |
| 49. Imaging Output in non-proprietary file formats | | Per Image | No Charge |
| 50. Indexes, audit trails, etc. (Non-Proprietary file formats) | | Per gigabyte | No Charge |
| Location of Scanning - At SRC only | | | |
| Additional Services | | | |
| 51. Offline Vault Storage of Digital Media monthly | | Per cu. ft. container | \$ 3.500 |
| 52. Circulation Charges | | Per Trip | \$ 5.000 |
| Storage of Source Material | | | See Storage Fee |