

TEXAS STATE LIBRARY AND ARCHIVES COMMISSION
State & Local Records Management Division
IMAGING DIGITAL SERVICES
FEE SCHEDULE (FY 2017)

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	
B & W 200 DPI		Per Image	\$ 0.030
B & W 300 DPI		Per Image	\$ 0.032
B & W 400 DPI		Per Image	\$ 0.035
B & W 600 DPI		Per Image	\$ 0.040
Color 300 DPI		Per Image	\$ 0.040
Color 400 DPI		Per Image	\$ 0.045
Color 600 DPI		Per Image	\$ 0.050
Large Format Image Capture		Imaging up to 48 inches wide	
200 DPI		Per Image	\$ 0.900
300-600 DPI		Per Image	\$ 1.000
Transparency Media Capture			Not Available
Image Processing		OCR/Searchable PDF	
200 DPI		Per Image	\$ 0.030
300 DPI		Per Image	\$ 0.030
400 DPI		Per Image	\$ 0.030
600 DPI		Per Image	\$ 0.040
Microform Conversion			
Microfilm to Digital		Per Image	\$ 0.020
Microfiche to Digital		Per Image	\$ 0.040
Index Field - Type 1		Automated Process	
15 Characters		Per Document	\$ 0.030
16-30 Characters		Per Document	\$ 0.030
31-45 Characters		Per Document	\$ 0.030
Index Field 2 - Type 2		Manual capture within doc	
15 Characters		Per Document	\$ 0.045
16-30 Characters		Per Document	\$ 0.055
31-45 Characters		Per Document	\$ 0.075
Special Document Handling			
Overnight Vault Storage		Per Day, per container	\$ 1.000
Environmental requirements		Per Day	No Charge
Capture From Special Formats			
Photographic Prints		Per Image	Not Available
Photographic Negatives		Per Image	Not Available
Newspaper		Per Image	Not Available
X-Rays		Per Image	Not Available
Manuscripts		Per Image	\$ 0.200
Drawings		Per Image	\$ 1.000
Bound Books		Per Image	Not Available

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