

## Library and Archives Scan Request Policy & Fees

The OHS Archives and Library accommodates requests for scanned material free of charge up to ten pages single sided. Copyright regulations may place restrictions on the amount allowed to be scanned.

Overly fragile or extraordinarily sized material will not be scanned or copied.

Please allow 7-10 business days.

Beyond ten single sided pages, the following fee structure is in place:

### **OHS MEMBERS**

\$.50 per page up to 100 pages, over 100 pages \$1.00 per page

### **NON MEMBERS**

\$1.00 per page up to 100 pages, over 100 pages \$2.00

\*Scans will be sent upon completion of payment.