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## FEE SCHEDULE

Below is a list of services offered to patrons of the Archive and Research Center of the Chevy Chase Historical Society. Any and all charges incurred by CCHS in supplying materials to the user shall be borne by the user. Special fees may include oversize charges, rush orders, express shipping, dismounting, remounting, and re-matting. Any additional fees will be determined before work is performed and agreed to by the user. CCHS is not responsible if an image does not suit the user's need. The user assumes full responsibility for payment of any charges incurred by CCHS BEFORE the work is performed. All items are scanned at 300 dpi and saved as one of the following digital formats (choice of TIFF, JPG, or PDF). Delivery of these files is via CD-ROM or email. Any duplication of an archival item not covered in this fee schedule will be handled on a case by case basis. Rates are determined by the CCHS Board of Directors and are subject to change.

### SERVICES

Request	Comments	Member	Non-Member
Photocopies	Photocopies of photographs and other materials in the CCHS archives are permitted by discretion of CCHS staff. Additional .05 for archival paper per page.	.15	.25
Computer Printouts	Additional .05 for archival paper per page.	.15	.25
Oversized Material (Maps, Blueprints, Drawings, Etc.)		Determined on a case by case basis	Determined on a case by case basis
Scan	Scans are available in TIFF, JPG, or PDF file formats. Additional email/burn to CD fees may apply.	\$5.00 /image	\$10.00 /image
Burn to CD	Saved in choice of TIFF, JPG, or PDF formats	\$7.00 each CD	\$10.00 each CD
Email of scan	Researcher's email address must be capable of receiving large files via email.	First three items free; \$.50 /each additional item	First two items free; \$1.00 /each additional item
Mailing of CD/Photocopies		\$7.00 minimum	\$7.00 minimum

### USER FEES

User Fees for Publication	Conditions	For-Profit	Non-Profit (proof required)
Photographs, documents, drawings, postcards, maps, pamphlets, oral history transcripts	Permission to use items of CCHS is granted PER ITEM and for ONE-TIME USE. See CCHS User Agreement.	\$75.00 first item \$50.00 each additional item	\$25.00 first item \$15.00 each additional item
Oral History recordings		Determined on a case by case basis.	Determined on a case by case basis.