

**THE AMERICAN UNIVERSITY IN CAIRO
RARE BOOKS AND SPECIAL COLLECTIONS LIBRARY**

REPROGRAPHIC & DIGITIZATION PRICE LIST

SCANNING TO PDF AND PHOTOCOPYING

NOTE:

- By the US Copyright law Reprographic Center can print only 1 chapter; 1 article; or 10% of a book per day.
- Library Reference Desk **to approve** any Reprographic requests and **submit** a written order to Reprographic Center.

| Description | Size | Fee EGP | Type of equipment |
|-------------|------|---------|----------------------------|
| Black&White | A4 | 0.50 | Standard photocopy machine |
| Black&White | A3 | 1.00 | Standard photocopy machine |
| Color | A4 | 4.00 | Standard photocopy machine |
| Color | A3 | 8.00 | Standard photocopy machine |

DIGITIZATION COST

NOTE:

- Digitization is done in room 2038 by using **specific equipment and manpower**.
- Library Reference Desk or Curators **to submit** a written order to Digitization Center.
- Digitization Center **has a right** to determine suitable equipment for scanning or refuse if the material is deemed unsuitable for scanning.
- Digitization Center provides **scanning services only**, no printing.

| Description Material | Type of equipment | Size Material | Format File | Resolution DPI | Fee* EGP |
|---|-----------------------------------|--------------------|-------------|----------------|------------------|
| Photographs, Drawings; Magazines; Slides; etc | Flatbed Scanner; Overhead Scanner | up to A3 | .jpg | 150 | 10.00 per image |
| | | | .jpg | 300 | 15.00 per image |
| Maps; Architectural drawings; etc | Roll Scanner | up to A1 or bigger | .jpg | 150 | 100.00 per image |
| | | | .jpg | 300 | 200.00 per image |
| Large books | Overhead Scanner | Between A3 and A2 | .jpg | 150 | 25.00 per image |
| | | | .jpg | 300 | 50.00 per image |

| | | | | | |
|--|--------------|--|------------------|-----|-----------------|
| Audio/Video Media Digitization (VHS Tapes) | Video player | | depends on media | n/a | 100.00 per item |
|--|--------------|--|------------------|-----|-----------------|

*These prices apply for **standard** digitization work. There may be additional costs depending on the type and condition and needs of materials to be digitized.

*Note scans are done only in JPEG format, if a requester needs it in PDF, then a JPEG image will be converted to PDF and the price will be charged for JPEG DPI 150 or DPI 300 depending on the request.

Once digitized, the Digitization Center files will be sent via **Wetransfer** to the requester or curator. The requester can also drop off a new external hard drive to get copies. Due to security (hacking, etc.), the Digitization Center does not accept used hard drives from the requester for uploading files.