

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

REPROGRAPHIC & DIGITIZATION PRICE LIST

I. REPROGRAPHIC COST

Description	Size	Fee in EGP
Black & White	A4	0.50
Black & White	A3	1.00
Color	A4	4.00
Color	A3	8.00

NOTE:

- Reprographic service is done in the 3rd floor of Libraries Building.
- As per the US Copyright Law, Reprographic Center can print only 1 chapter; 1 article; or 10% of a book per day.
- Library Reference Desk must approve any Reprographic requests and submit a written order to the Reprographic Center.
- Scans and photocopies are done by standard photocopy machine.

II. DIGITIZATION COST

Description	Size	Fee in EGP	Output
Photographs, Drawings, etc. Film, 35mm, strip film	up to A3 per image	5.00	.jpg - DPI 150
		15.00*	
Maps, Architectural drawings, etc.	bigger than A3 per image	up to A1 — 35.00*	.jpg - DPI 150
		bigger than — A1 50.00*	
Audio/Video Media Digitization (VHS Tapes)	N/A per tape	50.00*	depends on media

NOTE:

- Digitization service is done in the 2nd floor of Libraries Building.
- Library Reference Desk or Curators must approve any Digitization requests and submit a written order and payment proof to the Digitization Center.
- Digitization Center has the right to determinate the suitable equipment for scanning and the relevant lead time of delivery.
- Scans are done by using the specific equipment and manpower.

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

** Digitization fee can be waived if the RBSCL decides to keep a copy of the digital material for educational needs. Decided by Director of Archives and/or Digital Collections Archivist.

Once digitized, files will be uploaded to Google Drive for transfer or sent via Wetransfer. Patrons can also drop off a NEW and unused external hard. Generally, we only deliver processed files. Source/unprocessed files can be arranged as well for an additional charge.