

# Digital Files

There are no self-service scanners in the Newberry. If the condition of the item permits, photocopies and digital files can be provided by Newberry staff for a fee. Depending on the size and complexity of the request and the size and condition of the item, services will be filled by either Reading Room staff or Digital Services.

The Newberry reserves the right to refuse any reproduction order, in its sole discretion. See [Warning Concerning Copyright Restrictions](#).

Use of reproductions of Newberry collection items shall be at the user's sole risk. Researchers are responsible for determining whether the material is in the [public domain](#) or whether it is protected by copyright law [or other restrictions](#). If the material is protected by copyright law, researchers are responsible for determining whether the intended use is within the limits of [fair use](#) and, if not, for obtaining permission from any rights holders. The Newberry shall not be responsible or liable for any claim of infringement or damage that may occur owing to the use of any material that the Newberry makes available.

Acceptance of a reproduction request by the Newberry does not mean that the Newberry has made any determination of any copyright or related matters concerning the request.

All orders for reproductions are made through our online request system, Aeon. To set up an account, go to [requests.newberry.org](http://requests.newberry.org) and click on the ["First Time Users"](#) link. For help using Aeon or ordering reproductions, [Contact a Librarian](mailto:reference@newberry.org) ([reference@newberry.org](mailto:reference@newberry.org)) or stop by the reference desk.

## Reading Room Services

### PDF Files

Generally, no more than 50 pages will be scanned per volume or manuscript collection without consultation with and approval by Newberry staff. Please note that approved requests for more than 50 pages will incur an additional charge.

Reading Room staff will process PDF requests in the order in which they are received, typically within 24 hours. Larger orders will be completed within two weeks. Requests by email or mail are typically sent within two weeks from the date of payment. The size and complexity of your order, plus the number of pending orders, affect completion time. Please consult with the Reading Room staff for a more accurate time estimate.

Files will be delivered via file-sharing service free of charge. For orders with file sizes that exceed service maximums, files will be loaded onto thumb or hard drives. Fees will apply for hardware and shipping. Please consult with Reading Room staff for a quotation.

Prices are based on single-page PDF scans; please consult with a staff member regarding availability and pricing for PDF scans of double-page spreads.

Some categories of materials cannot be scanned due to format or fragility. These include:

- Any bound or unbound oversize materials that do not fit within the confines of the scanner, such as maps and newspapers (maximum size: 11” x 17”)
- Telephone & city directories
- Foldouts
- Parchment or vellum
- Art originals, artifacts, or film of any kind

**PDF Fees - Printed Items**

	<u>In-Person Requests</u>	<u>Email/Mail Requests</u>
Each Exposure	\$0.40	\$0.40
Each Additional Volume	No charge	\$5.00
Processing Fee	No charge	\$15.00

**PDF Fees - Manuscript Items**

	<u>In-Person Requests</u>	<u>Email/Mail Requests</u>
Each Exposure	\$0.40	\$0.40
Manuscript Collections and Vertical Files	\$1.00 per folder	First folder included in processing fee; each additional folder \$5.00
Processing Fee	No charge	\$15.00

**Digital Services Department Services**

The Digital Services department generally fulfills large reproduction orders, orders for fragile material requiring special handling and set-up, and orders that require professional photography and image processing (including color correction, cropping, image stitching).

Digital Services can fulfill requests for JPEG, TIFF, AVI, MP3, MP4, WAV and PDF files. Orders fulfilled by the Newberry’s Digital Services department take 4-6 weeks from the date of payment. Rush orders may be possible, pending higher fees and advance approval of the [Digital Services Manager \(rightsandrepro@newberry.org\)](mailto:rightsandrepro@newberry.org).

Shipping/Delivery charges: Files will be delivered via file-sharing service free of charge. For orders with file sizes that exceed service maximums, files will be loaded onto thumb or hard drives. Fees will apply for hardware and shipping. Please consult with the [Digital Services Manager \(rightsandrepro@newberry.org\)](mailto:rightsandrepro@newberry.org) for availability and a quotation.

#### **High-resolution JPEG and TIFF files: \$20.00**

- Large and/or highly detailed materials, especially maps, may require more than one exposure to accurately reproduce them.
- Special Handling: For all orders requiring special handling, including foldouts, maps and other oversize materials (greater than 11" x 17") please consult with [Digital Services \(rightsandrepro@newberry.org\)](mailto:rightsandrepro@newberry.org) for availability and a quotation.
- Oversize drawings/plans will be outsourced: Consult with the [Digital Services Manager \(rightsandrepro@newberry.org\)](mailto:rightsandrepro@newberry.org) for availability and a quotation.

#### **PDF Files: \$1.00 per page (\$20 minimum)**

- For orders over 300 pages, please consult with the [Digital Services Manager \(rightsandrepro@newberry.org\)](mailto:rightsandrepro@newberry.org) for availability and a quotation.
- The Newberry reserves the right to refuse any reproduction order, in its sole discretion See Warning Concerning Copyright Restrictions.

#### **AVI, MOV, MP3, MP4 and WAV files**

- All analog formats will be outsourced. Please consult with the [Digital Services Manager \(rightsandrepro@newberry.org\)](mailto:rightsandrepro@newberry.org) for availability and a quotation.
- Copies of existing AVI, MOV, MP3, MP4 and WAV files: \$25.00.