MWDL Collection/Project set up fee

$250
One time fee to configure collection

**Scanning**

**Text scan***

$.75 per page
Original size limited by flatbed dimensions, usually 11 x 17 inches
Includes auto-generated OCR
For loose pages able to be autofed, reduce price to $.50 a page

**Slides & negatives scan (less than 4x5)**

$1 per image
If auto-fed through slide scanner, reduce to $.50 per slide
*Note that slide scanners are not available at all MWDL sites*

**Photo & large negative image scan**

$2 per image

**Oversize or special scan (shot with camera)**

Object setup fee
$5 per object
Per shot
$2
*Not available at all MWDL regional centers*

**Special handling & cropping/correction**

$40 per hour
Billed in 6 minute increments

**Metadata & Storage**

**Metadata creation**

Level 1: import complete records via spreadsheet
$.10 per record**
Level 2: add controlled headings only
$1.00 per record
Level 3: create full records (client supplies info)
$2.00 per record

**File Storage & Hosting Fee**

One-time fee (for 10 years storage)
$30 per gig
*May be paid in annual installments; capability for storage & hosting may vary according to hub; includes one level of backup*

**Blank Media Costs**

$2/3 per CD/DVD
Includes labor of burning data to disks

**Postage & Handling**

no charge in most cases

Prices quoted are for standard high-quality imaging resolutions. Special handling fees apply if higher than standard.

*After first 1,000 scans, reduce scan prices by 20%
**Assumes accurate metadata & spreadsheets; surcharge may apply for any corrections*