



Robert W. Richardson Library Fee Schedule

In-house fees

Photocopying & Scanning:

8 ½" x 11" B&W --- 20 cents each	8 ½" x 11" color --- 40 cents each
8 ½" x 14" B&W --- 30 cents each	8 ½" x 14" color --- 60 cents each
11" x 17" B&W --- 75 cents each	11" x 17" color --- \$1.00 each

Publication fees

1 to 15 images	\$30.00 per image
16 or more images	\$25.00 per image

Non-published, personal use copies of photos or archival documents

\$5.00 per 300 dpi scan, emailed to patron
\$5.00 for CD on which scans are copied

Research Request Fees

Any research question which requires our volunteers to go beyond our book stacks (such as historic photos, maps, drawings, and archival materials) requires an up-front research fee.

\$10.00 for Colorado Railroad Museum members

\$15.00 for non-members

Archival Box Access for Items Stored Outside of Library

Some of our research materials are stored outside of our Library. If you wish to examine materials in these boxes, the fee is \$10.00 per box. Please note that the maximum number of boxes you can request for one visit is 15 and you must notify us at least 10 business days prior to your visit so that we can arrange to retrieve the boxes. We cannot do "rush" orders.

Staff/Volunteer Research Time

\$40.00 per hour will be charged for complicated and time-consuming research done on your behalf.

Payment

Orders will not be fulfilled until payment is received. The Library accepts cash or checks. Credit card payments must be processed in the gift shop in the Depot.

Off-Site Printing and Scanning (*for items larger than 11" x 17"):

Map and Drawing Reprints (done at AlphaGraphics, Golden)

-\$1.25 per square foot (price for hard copy BW on standard copy paper; color ink and heavyweight paper costs will be determined case-by-case)

or

-\$15.00 per scan plus \$5.00 per CD on which scans are copied

*Additional charges not included in these prices, such as postage, will depend upon weight, packing materials, and distance of shipment.