

National Library of Scotland Imaging Services price list

With effect from 3 April 2018

We offer a wide range of imaging services and can supply copies of material from our collections. However, there may be occasions when material cannot be copied, or cannot be copied in certain ways, due to copyright restrictions or the need to protect the collections. For more information, or current delivery times for orders, please consult reading room staff.

Self-service scanning and copying

We provide self-service scanning and photocopying facilities in the General Reading Room. For conservation reasons all items must be examined by staff before being copied. Items that need special care will be handled by our Imaging Services Unit.

Colour scan to memory stick: £0.15 per scan

A4 / A3 black and white copy: £0.25 per page

Self-service microform printing

A4 / A3 black and white: £0.25 per page

Minimum charges for orders delivered by post

UK £10.20 with VAT; no VAT – £8.50

EU countries £13.80 with VAT; no VAT – £11.50

Rest of the world £13.50 (no VAT)

Examples of what the minimum charge covers include:

1-10 A4 or 1-4 A3 black and white preservation copies and first class postage / airmail.

Minimum charges for orders delivered by PDF download

1-6 PDF scans £10.20 with VAT; no VAT – £8.50

Non self-service photocopying

Black and white preservation photocopying

Size	Cost
A4	£0.72 with VAT; no VAT – £0.60
A3	£0.96 with VAT; no VAT – £0.80
A2	£2.58 with VAT; no VAT – £2.15
A2 segments from maps	£3.60 with VAT; no VAT – £3.00
A1	£4.20 with VAT; no VAT – £3.50
A0 flat sheets only.	£8.16 with VAT; no VAT – £6.80

Colour preservation photocopying

Size	Cost
A4	£1.92 with VAT; no VAT - £1.60
A3	£3.72 with VAT; no VAT – £3.10

Photographic quality prints (colour or greyscale)

Prices are for colour or greyscale and include the cost of scanning and printing.

We print onto 170gsm matte Presentation paper.

(Other paper types [satin, canvas, gloss] are available upon request, where a surcharge will apply.)

Size	Cost
A4	£5.64 with VAT; no VAT – £4.70
A3	£9.24 with VAT; no VAT – £7.70
A2	£12.00 with VAT; no VAT – £10.00
A1	£19.20 with VAT; no VAT – £16.00
A0	£27.60 with VAT; no VAT – £23.00

Microform printing

Size	Cost
A4	£1.20 with VAT; no VAT – £1.00
A3	£1.44 with VAT; no VAT – £1.20
A2	£3.00 with VAT; no VAT – £2.50
A1	£5.04 with VAT; no VAT – £4.20

Digital imaging

File type	Cost
<p>PDF access copy (per scan)</p> <p>We can scan pages to portable document format (PDF) for you that are useful for private study, but are not publication quality or for multimedia use.</p> <p>We will supply these scans as multi-page compressed PDF files, and charge per scan (opening of material).</p> <p>Maximum size for digitisation from bound volumes: A2 (420 x 594mm).</p> <p>We apply a minimum charge for orders of up to six scans.</p>	<p>£1.56 with VAT; no VAT – £1.30</p> <p>Minimum charge for PDF scan order: £10.20 with VAT; no VAT – £8.50</p>
<p>JPEG digital download</p> <p>Images will be supplied via an electronic download link sent by email. (Image specification below)</p>	<p>£13.44 with VAT; no VAT – £11.20</p>
<p>JPEG digital download – existing digital image (Image specification below)</p>	<p>£10.20 with VAT; no VAT – £8.50</p>
<p>TIFF digital file (on disk)</p> <p>Unless otherwise specified, TIFF digital images will be produced. Standard 1:1 size at 400 dpi.</p> <p>Maximum size for digitisation from bound volumes: A2 (420 x 594mm) If size of the original exceeds A2, please consult reading room staff.</p> <p>In line with collection care policy, when a complete work is requested for scanning we have the right to make a preservation copy at the same time, which will result in such orders taking longer to process.</p>	<p>£16.38 with VAT; no VAT – £13.65</p>

JPEG digital downloads image specification

JPEG compression:	10
Colour mode:	RGB
Pixel depth:	8 bits per channel
Resolution:	400ppi (pixels per inch) (minimum)
ICC colour profile:	Adobe RGB (1998)

Image manipulation

We charge for any image manipulation or digital retouching on a time basis at the rate of £30 per hour plus VAT.

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