

# National Library of Scotland Imaging Services price list



With effect from 15 June 2021

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: £0.20 per scan  
A4 / A3 black and white copy: £0.20 per page

## Self-service microform printing

A4 / A3 black and white: £0.20 per page

## Minimum charge for all orders delivered by post / PDF download

UK	£12.60 with VAT; no VAT - £10.50
EU countries	£14.00 (no VAT)
Rest of the world	£16.00 (no VAT)

Examples of what the minimum charge covers include:

7 A4 or 5 A3 black and white preservation copies and first-class postage / airmail.

## Postage and packaging charges

For orders supplied in envelopes by tracked mail – large letter (A4 or A3 sized envelope)

UK	£6.60 with VAT; no VAT - £5.50
EU countries	£10.00 (no VAT)
Rest of the world	£11.00 (no VAT)

For orders supplied in tubes by tracked mail – parcel (A2, A1 & A0 sized tube)

UK	£12.60 with VAT; no VAT – £10.50
EU countries	£14.50 (no VAT)
Rest of the world	£19.00 (no VAT)

## Minimum charges for orders delivered by PDF download

1-8 PDF scan	£12.60 with VAT; no VAT – £10.50
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EU customers should note that since Brexit orders received by post will be their responsibility regarding any VAT, import duties and courier admin charges that may apply to the host country.

## Non self-service photocopying

### Black and white preservation photocopying

Size	Cost
A4	£0.78 with VAT; no VAT – £0.65
A3	£1.02 with VAT; no VAT – £0.85
A2	£4.98 with VAT; no VAT – £4.15
A1	£6.60 with VAT; no VAT – £5.50
A0 flat sheets only	£10.20 with VAT; no VAT – £8.50

### 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 180gsm Indigo Matt Coated Paper.

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

Size	Cost
A4	£6.24 with VAT; no VAT – £5.20
A3	£9.84 with VAT; no VAT – £8.20
A2	£13.20 with VAT; no VAT – £11.00
A1	£19.80 with VAT; no VAT – £16.50
A0	£30.00 with VAT; no VAT – £25.00

### Microform printing

Size	Cost
A4	£1.20 with VAT; no VAT – £1.00
A3	£1.44 with VAT; no VAT – £1.20
A2	£6.48 with VAT; no VAT – £5.40
A1	£7.92 with VAT; no VAT – £6.60

## Digital imaging

File type	Cost
<p><b>PDF access copy (per scan)</b></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 eight scans.</p>	<p>£1.56 with VAT; no VAT – £1.30</p> <p>Minimum charge for PDF scan order: £12.60 with VAT; no VAT – £10.50</p>
<p><b>JPEG digital download</b></p> <p>Images will be supplied via an electronic download link sent by email. (Image specification below)</p>	<p>£13.80 with VAT; no VAT – £11.50</p>
<p><b>JPEG digital download – existing digital image</b> (Image specification below)</p>	<p>£10.80 with VAT; no VAT – £9.00</p>
<p><b>TIFF digital download</b></p> <p>Unless otherwise specified, TIFF digital images will be produced. Standard 1:1 size at 400 ppi.</p> <p>Maximum size for digitisation from bound volumes: A1 (594 x 841mm) If size of the original exceeds A1, 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>£19.20 with VAT; no VAT – £16.00</p>
<p><b>TIFF digital download – existing digital image</b></p>	<p>£16.80 with VAT; no VAT – £14.00</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.

National Library of Scotland  
George IV Bridge  
Edinburgh  
EH1 1EW

[www.nls.uk](http://www.nls.uk)