

2020 Fees for Specialised Scanning Services

Specialised scanning is a service above the normal assistance to researchers with access to archives and special collections. It is defined as the time taken by staff to search and scan items, and to send those scanned files to researchers through email or posting. It is applicable for researchers who cannot visit the library in person.

All such requests incur a handling fee as prescribed annually by library management, please see below the fees for 2019:

Virtual requests by staff, researchers and students:

Staff/ Researchers & Students	Approved by Management
Handling fee	R120.00
Scanning in black and white photographs (high resolution)	R30.00
Scanning text in black and white	R 3.00
Scanning photographs in colour up to A3 size	R35.00
Loading data on a disk	R40.00

All these prices exclude postage.