



2023 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 whom 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 2023.

Virtual requests by Staff, Researchers and Students:

STAFF / RESEARCHERS & STUDENTS	Proposed amount to Management
Visitor's Fee	R131.00
Scanning in black & white - Photographs	R32.40
Scanning Document	R3.20
A3 photograph in colour	R38.10
Loading Data on a Disk	R54.30
Video Clips	R32.40

All these prices exclude postage.