



2024 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 to researchers who cannot visit the library in person.

All such requests incur a handling fee as prescribed by Library management, please see below the fees for 2024.

Virtual requests by Staff, Researchers and Students:

STAFF / RESEARCHERS & STUDENTS	
Visitor's fee / Handling fee	R143.00
Scanning in black & white - Photographs	R34.00
Scanning Document	R3.25
A3 photograph in colour	R38.14
Loading Data on a Disk	R57.00
Video Clips	R32.40

All these prices exclude postage.