

Fee Structure – DHR Archives Reading Room

(Effective as of August 2017)

DHR will be charging 5.3% sales tax on all transactions.

Note: The minimum fee for a remote client request for scanning or printing will be \$10.00, due to DHR's invoice policy.

Printed Materials

- B&W Copies Self Service – \$0.20 per page (any size, single- or double-sided)
- B&W Copies by DHR Staff – per page (any size, single-sided)– \$0.50
- Color Copies/Maps Self Service – per page (single-sided)– \$1.00
- Color Copies/Maps by DHR Staff – per page (single-sided)– \$2.50

Scanned Materials

- Self Service – no charge (share materials with DHR Staff)
- DHR Staff – per page – \$0.50 (for standard pages that do not require special handling)
- DHR Staff – Scanned Text/Special Handling – per page – \$1.00 (for pages that require special attention – legal-sized pages; tabloid-sized pages that need to be reduced for scanning; pages with attached images; pages within permanently bound reports; other materials other than images that require special handling)
- Scanned Image – per image – \$3.00

Publications

- First People: The Early Indians of Virginia (2nd Edition) - \$12.95
- A Guidebook to Virginia's Historical Markers - \$19.95
- Jordan's Point, Virginia: Archaeology in Perspective, Prehistoric to Modern Times- \$14.95
- Virginia Indians at Werowocomoco, NPS Handbook - \$12.95

NOTE: Invoices will only be issued for fees totaling more than \$10.00.