

**Reproduction of Photographs**  
**Approved June 20, 2013**

Payment in advance is required. Please allow a minimum of 7 business days for processing. Rush orders must be arranged with an Assistant Director of HDPL, and a 50% additional charge will be applied.

**Charges:**

Negative or positive scan of image:

- \$5 per image scan up to 300 ppi resolution
- \$10 per image scan up to 10 scans at 1200 ppi resolution
- \$20 per image scan over 10 scans at 1200 ppi resolution
- \$15 per image scan up to 10 scans at 2400 ppi resolution
- \$25 per image scan over 10 scans at 2400 ppi resolution

Contact the Digital and Metadata Services Librarian to discuss your preferred medium for storage.

4 x 5 print on photo quality paper:	\$15
8 x 10 print on photo quality paper:	\$20

Credit must be given to the Henderson District Public Libraries whenever any photograph or images are used or published.

**Approved by HDPL Board of Trustees**

  
\_\_\_\_\_  
Board Chair

6/20/13  
\_\_\_\_\_  
Date

*Upon signature of this policy statement by the Chair of the Board of Trustees, this document becomes effective and is moved from Draft status to official HDPL policy. This document is to be filed at the HDPL Administrative Office at 280 S. Green Valley Pkwy., Henderson, NV 89012.*