



## Digital Services

(We can digitise most originals including; flat artwork, books, film etc.)

Digitisation-Medium Format (Highest possible quality. Choose Multi shot for capturing extreme detail.)	Multi Shot	£6.00	Digitisation-DSLR Camera System (High quality suitable for most requirements)	£2.00
	Single Shot	£4.00	Digitise Film (Negatives or Transparencies)	£3.00

## Book a photographer for studio or location photography

(Events, publicity, press release, research, conferences, group photos, graduations etc.)

	1st 2hrs	½ day	Full Day	Out-of-Hours
Internal	£35.00	£60.00	£100.00	£60 per hour ( <i>2hrs min charge applies</i> )
External	£70.00	£120.00	£200.00	<i>Subject to staff availability. Chargeable before 9am and after 5pm Mon - Fri. Also available Sat and Sun.</i>

## Staff Portrait Service

Option 1: Images are sized for web and emailed to the named person on the job form.	£5.00
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Option 2: As above and including x4 (3½ x 2½ inch) colour prints	£7.00
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*\*The prices quoted for the Staff Portrait Service are per person.*

## Digital Printing from files and negatives

Size	Colour / B/W	University Card Mounts. (Blue with gold leaf Uni Crest)	Wood frames 12x10 (Fits mounted 10x7 prints)
7x5	£2.00	£3.00	
10x8/10x7	£5.00	£5.00	£10.00
12x10	£6.00		
16x12	£8.00		
20x16	£12.00		
Poster Printing	<i>For poster printing contact the MOPS department on level 7 of the main library. Tel. 0141 330 6740 / 3176</i>		

## Other charges and FAQs

Internal clients (University Departments)	Must pay by direct inter-department fund transfer by providing a budget code.
Travel expenses	Chargeable for jobs outwith the main campus.
Private work	VAT will be charged. Cheque payments are preferred.
Urgent work	100% surcharge and subject to staff availability.
Liability	Every reasonable care is taken with customers' original materials whilst in our possession. However, orders are accepted on the basis that any loss or damage (however caused) is limited to the replacement value of new materials.
Copyright	It is the responsibility of the customer to ensure that all material presented for digitisation is free from any third party claim of copyright.
How do I receive digital files?	For digital files our preferred client delivery method is the University's file transfer service. However we can also supply data cds of your order.
How do I receive photographic prints?	Internal clients must arrange pick up orders from the PU. Postage cost will apply to orders that must be posted.