



## Digital Conversion Services (1-3190)

### Media Conversions

All Conversion Services are priced for electronic delivery via a client provided USB Memory Stick, Hard Drive, or Video Manager. Hard Copies will incur an additional fee.

Please allow at least 7 business days from media acquisition to media delivery if a straight conversion is required. Altered or enhanced conversions may require more time. This will be discussed prior to confirmation of project. DU ID and Budget Number or proof of payment will be required before project will be confirmed.

#### Straight Conversion, No Editing or Enhancement

(ACDCS may not be held responsible for media quality due to this conversion process)  
FROM: Audio Cassette Tape, Record (33 1/3, 45, 78), CD, DVCam tape, mini-DV tape, Professional Disc, 16mm, VHS, Beta, U-matic 3/4inch, Region converting, hi-8, or 8mm

TO: Electronic Format (USB stick, Hard Drive, Video Manager), CD, DVD

1st Hour of Media (minimum on all services).....	\$10
Each Additional Hour (no partial hours will be charged).....	\$8
CD (per copy).....	\$1
DVD (per copy).....	\$2
Printed Label.....	\$2
Additional Electronic Formats.....	\$5
Reusable Media (USB stick, Hard Drive, Etc.).....	Bookstore Market Price

#### Enhanced/Edited Conversion

FROM: Audio Cassette Tape, Record (33 1/3, 45, 78), CD, DVCam tape, mini-DV tape, Professional Disc, 16mm, VHS, Beta, U-matic 3/4inch, Region converting, hi-8, or 8mm

TO: Electronic Format (USB stick, Hard Drive, Video Manager), CD, DVD

1st Hour of Media (minimum on all services).....	\$20
Each Additional Hour (no partial hours will be charged).....	\$15
Editing and Enhancement (hourly charge, 1 hour minimum).....	\$50
CD (per copy).....	\$1
DVD (per copy).....	\$2
Printed Label.....	\$2
Additional Electronic Formats.....	\$5
Reusable Media (USB stick, Hard Drive, Etc.).....	Bookstore Market Price

**Transcription**

Please allow at least 15 business days from media acquisition to print delivery. An extra fee will be charged for any rush orders; however there is no guarantee that a rush service may be available until confirmation is received from the department. All prices and fees will be discussed prior to confirmation of project. DU ID and Budget Number or proof of payment will be required before project will be confirmed. Transcription can typically be estimated at 1.5 times the length of the original recording.

Transcription (per hour).....	\$40
10 day Rush.....	50%
5 day Rush.....	100%

**Scanning Services**

Standard 8.5x11 Document or smaller	
Black and White Pages 1-6.....	\$1
Black and White Pages 7+ (per page).....	\$0.15
Color Pages 1-4.....	\$1
Color Pages 5+ (per page).....	\$0.20

Call for Oversized, Delicate, Sensitive, or Quality Controlled Scanning Prices

\*\*\*If you do not see your specific media type or conversion service listed, please contact the department for further information.