

original consultation=free
 \$30/hr=Devstaff labor
 \$15/hr=WS labor

WORK ORDERS		RATE FOR HUMANITIES Div. III (INSTRUCTIONAL)	RATE FOR HUMANITIES (DEPT SPECIFIC) or CAS	NON-CAS RATE (DOUBLE CAS- if not noted)
Digitization of Audio Tape	normalization/labor	FREE	LABOR (\$0.50/min of audio)	
Duplication of Audio Tape	1-sided (30/62/90 minute tapes)	FREE	FREE	
	2-sided (30/62/90 minute tapes)	FREE	FREE	
	30 minute tape provision	FREE	TAPE COST	
	62 minute tape provision	FREE	TAPE COST	
	90 minute tape provision	FREE	TAPE COST	
	cassette box provision	FREE	FREE	
Satellite Timed Recording	Satellite Timed Recording TV5	FREE	FREE	
Digitization of Video Tape	creation of .mov files	FREE	LABOR (\$0.75/min of video)	
Duplication of Video Tape	PAL/SECAM conversion	FREE	FREE	
	VHS Duplication	FREE	FREE	
	30 minute tape provision	FREE	\$3.00/TAPE	\$15.00/TAPE
	60 minute tape provision	FREE	\$3.00/TAPE	\$15.00/TAPE
	120 minute tape provision	FREE	\$3.00/TAPE	\$15.00/TAPE
	160 minute tape provision	FREE	\$3.00/TAPE	\$15.00/TAPE
	white box provision	FREE	FREE	
Server Space (by MB)	Hosting - audio files	FREE	\$1/MB/1000users/year	
	Hosting - video files	FREE	\$1/MB/1000users/year	
Web Design	Site Creation	BY JOB	QUOTE BY JOB	
Graphic Design	Grayscale	BY JOB	QUOTE BY JOB	
	Color	BY JOB	QUOTE BY JOB	
CD creation	CD creation (audio or data)	FREE	\$5.00/CD	
	CD creation (audio or data, with label)	\$5.00/CD	\$10.00/CD	
	CD Duplication (labor and materials)	COST OF MEDIA (\$2/CD), first copy free	COST OF MEDIA (\$2/CD)	
	CD Duplication with label	COST OF MEDIA (\$3/CD), first copy free	COST OF MEDIA (\$3/CD)	
DVD creation	DVD creation (video and data)	FREE	\$15.00/DVD	
	DVD Duplication (labor and materials)	COST OF MEDIA (\$3/DVD), first copy free	COST OF MEDIA (\$3/DVD)	
	DVD Duplication with label	COST OF MEDIA (\$4/DVD), first copy free	COST OF MEDIA (\$4/DVD)	
DV shoot	Prep time (man hours)	FREE	LABOR	
	Shoot time (man hours/camera)	FREE	LABOR	
	mini DV tape	FREE	\$4.00/TAPE	
DV edit	Multi Camera Edit	LABOR	QUOTE BY JOB (4 hrs labor/1 hr tape per # of cameras)	
	Single Camera Edit	FREE	LABOR	
	Patron Observed Editing	LABOR, first hour free	LABOR x1.5	
Audio Recording	Record time (man hours)	FREE	LABOR	
Smartroom Consultation		FREE	LABOR x2	
Equipment Installation		LABOR	LABOR x2	

**WE DO NOT HANDLE STUDENT or STUDENT GROUP REQUESTS or NON-Northwestern-Affiliated Requests
 PLEASE NOTE WE ARE NOT A DUBBING HOUSE**

- > large orders will undergo longer turnaround
- > turnaround 1-3 days

- > we obey copyright laws
 - For Division III Instructional use: 1 full copy of copyrighted material for instructor's use in class or placement in the rental reserve
 - For Division III Instructional use: Video clip creations (for streaming or DVDs) must be less than 5 minutes per clip and cumulative run time of clips must be less than 50% of the original material
 - For other patrons, only copies of uncopyrighted material will be produced

NO LONGER OFFERED

Duplication of Audio Tape	labelling	FREE	FREE	
Duplication of Video Tape	spine label (b&w)	FREE	FREE	
Satellite Timed Recording	Satellite Timed Recording German	FREE	FREE	
	Satellite Timed Recording - ind. ch	BY ORDER	QUOTE BY JOB	