

**THE GLASGOW
SCHOOL OF ART**

**ARCHIVES & COLLECTIONS
GUIDE TO
REPROGRAPHIC SERVICES**

MARCH 2022

Requesting images

Low-resolution images of many items can be downloaded, free of charge, from the [Archives and Collections online catalogue](#). We can also provide high-resolution digital images of items held in our collections subject to the regulations and charges below.

Please note: orders are accepted at the discretion of Archives and Collections staff. We cannot provide images if the imaging process will cause harm to the original materials. The quality of copies will vary according to the age and condition of the items involved. However, every effort will be made to obtain the best quality copy possible whilst ensuring the safety and integrity of the original.

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Once ordered, all images must be paid for.

Current charges per image for supply of high-resolution digital images:

Image Type	GSA Staff and Students	External Researchers
Scans of original 2D material up to A3 in size	<ul style="list-style-type: none">• First 3 scans free of charge• £3.00 per scan thereafter	<ul style="list-style-type: none">• £10.00 per scan
A3 and larger sizes, plus all 3D material	<ul style="list-style-type: none">• Price on application	<ul style="list-style-type: none">• Price on application

- All prices are inclusive of VAT.
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- Researchers will be advised of these costs at the time of order.

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Up to ½ page	• £17.50	• £35	• £70
Full page	• £25	• £50	• £100

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Exhibitions (per image):

No entry fee	• Free
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Per programme / channel	• £150
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All additional requests are reviewed on an individual basis.

Payment

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