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 - $\circ\,$ Do not mark, write on, or alter the materials in any way.
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 - Keep the spine of books on the tabletop and do not turn them over with the pages down.
 - o Books require support at all times. Always use two hands to pick up a book and avoid placing strain on the hinges or joints.
 - o Boards (or covers) of a book should not be bent back beyond the natural opening of the book to prevent damage to the joints.
 - o Do not lean, rest your hands, or write on top of the pages, illuminations or handwriting.
 - Do not lick your finger or use an eraser to turn a page.
 - Use only the paper markers provided to mark your place.
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 - Do not attempt to mend pages with any type of pressure sensitive tape.
 - o Do not turn down the corners of the pages.

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- o \$2.25 plus postage for each CD provided by A&SC

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- o \$20.00 per hour within the SD BOR system or \$25.00 per hour outside the SD BOR system
- o 1 hour minimum charge
- o After the first hour of service, fees are charged in 15 minute increments.

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o \$2.25 for each CD or DVD, plus shipping if the copy is mailed

• Digital Photography Services:

- o \$30.00 per hour within the SD BOR system or \$35.00 per hour outside the SD BOR system
- o 1 hour minimum charge
- o After the first hour of service, fees are charged in 15 minute increments.