



BILLING RATES - FY 16/17

DEPARTMENT NAME :
Clemson University Libraries

VICE-PRESIDENT AREA :
Libraries

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 16/17 RATE	CUSTOMERS BEING SERVED
OVERDUE FINES:			
Regular circulation	per day	\$0.25	Internal & External
Periodicals, etc.	per day	\$1.00	Internal & External
Reserves (hourly and daily)	per hour/day	\$1.00	Internal & External
Recalled materials	per day	\$1.00	Internal & External
ILL Materials	per day	\$1.00	Internal & External
Equipment	per day	\$20.00	Internal & External
Equipment Accessories	per day	\$5.00	Internal & External
Slides	per set/day	\$1.00	Internal & External
Tillmand Media Center Testing Materials	per day	\$20.00	External
PATRON COMMUNITY PRIVILEGES:			
Initial Fee	per each	\$25.00	External
Annual Renewal	per each	\$15.00	External
Lost Card	per each	\$15.00	External
LOST/DAMAGED LIBRARY MATERIALS/EQUIPMENT:			
Replacement cost of an item:	per each	At cost	Internal & External
Repair fee	per each	At cost	Internal & External
Processing fee	per each	\$25.00	Internal & External
Binding fee (if needed)	per each	\$8.00	Internal & External
COPY/PRINTING CHARGES:			
Tiger-Stripe copies	per each	\$0.15	Internal & External
ON-LINE DATABASE SEARCHING:			
Research literature searches	per each	at cost	Internal
Research literature searches + \$25 fee	per each	at cost + fee	External
SPECIAL COLLECTIONS:			
Postage & handling for mailing orders	per each	\$15.00	Internal & External
Copies of text based documents by staff first 50 pages	no charge	no charge	Internal & External
Copies of text based documents by staff 51+ pages	per each	\$0.25	Internal & External
Large order surcharge for 51+ photocopies (in addition to cost per copy)	flat fee	\$10.00	Internal & External
Scanned photo/image by staff, up to 10	no charge	no charge	Internal & External
Scanned photo/image by staff, 11+ scans	per each	\$2.00	Internal & External
Large order surcharge for 11+ scanned photos/images (in addition to cost per scan)	flat fee	\$10.00	Internal & External
Large format scanning (larger than 11 x 17) For maps, blueprints, floor plans, etc.	per each	\$5.00	Internal & External
Reformatting of audiovisual materials	per each	at cost	Internal & External
DIGITIZATION			



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OVERDUE FINES:			
Scanning rates include • Optical Character Recognition (OCR)			
• Image post-processing & color adjustment			
• Temporary storage (2 weeks)			
• Best available preservation file (TIFF, RAW, etc.) and compressed file (JPEG, PDF, etc.)			
• Transfer to physical storage media			
Flatbed Scanning 11"x17" max size 600ppi resolution RGB color or grayscale For photographs, documents, letters	per item	\$0.25	Internal
Flatbed Scanning 11"x17" max size 600ppi resolution RGB color or grayscale For photographs, documents, letters	per item	\$0.50	External
Slide and Negative Scanning 10" x 10" max size 3200ppi resolution RGB color or grayscale	per slide or negative	\$0.50	Internal
Slide and Negative Scanning 10" x 10" max size 3200ppi resolution RGB color or grayscale	per slide or negative	\$0.75	External
Sheet-fed Document Scanning 8.5"x11" max size 300ppi resolution Grayscale	per page	\$0.15	Internal
Sheet-fed Document Scanning 8.5"x11" max size 300ppi resolution Grayscale	per page	\$0.25	External
Overhead Cradle Scanning 16"x23" max size 300ppi resolution RGB color or grayscale For books, manuscripts, bound material	per page	\$0.20	Internal



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Overhead Cradle Scanning 16"x23" max size 300ppi resolution RGB color or grayscale For books, manuscripts, bound material	per page	\$0.40	External
Large Format Scanning 60"x40" max size 600ppi resolution RGB color For maps, blueprints, floor plans	per item	\$2.50	Internal
Large Format Scanning 60"x40" max size 600ppi resolution RGB color For maps, blueprints, floor plans	per item	\$5.00	External
Service charge on all digitization orders, regardless of volume.	per order	\$5.00	Internal
Service charge on all digitization orders, regardless of volume.	per order	\$10.00	External
Resolution Upgrades: Any requests for a higher resolution above those provided in the standard rate will incur additional costs noted below.			
Resolution Upgrade: Flatbed	per item	\$0.50	Internal & External
Resolution Upgrade: Slide & Negative	per item	\$0.50	Internal & External
Resolution Upgrade: Sheet Fed	per item	\$0.50	Internal & External
Resolution Upgrade: Overhead	per page	\$0.50	Internal & External
Resolution Upgrade: Large Format	per item	\$0.50	Internal & External
Media (optional): • You are encouraged to bring your own media (CD, DVD, thumb drive, external hard drive) on which to transfer digitized images. Limited quantities are available in the lab to purchase. Will consider transfer of images to cloud-based storage on a case-by-case basis.			
Media: Archival Gold CD 750MB	per each	\$13.00	Internal & External
Media: CD-R 700MB	per each	\$1.00	Internal & External
Media: CD-RW 700MB	per each	\$1.50	Internal & External
Media: DVD 4.7GB	per each	\$2.00	Internal & External
RECORDS MANAGEMENT:			
Records storage, per cubic foot storage box	per year	\$4.80	Internal
INTERLIBRARY LOAN:			



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OVERDUE FINES:			
Lending fee (loans & articles) requested through IFM-domestic	per each request	\$15.00	External
Lending fee (loans & articles) to be invoiced- domestic	per each request	\$20.00	External
Lending fee (loans) requested through IFM or to be invoiced-international	per each request	\$20.00	External
Lending fee (articles) requested through IFM - international	per each request	\$15.00	External
Lending fee (articles) to be invoiced - international	per each request	\$20.00	External
Rush fee - in addition to applicable lending fee - domestic & international	per each request	\$5.00	External
MISCELLANEOUS:			
Report Binding (2 clear report covers and 1 binding comb)	per each	\$1.00	Internal
Table Rental	per each	\$8.20	Students
Table Rental	per each	\$12.20	Univ Depts & Other Groups
Chair Rental	per each	\$0.90	Students
Chair Rental	per each	\$1.40	Univ Depts & Other Groups
STORAGE SPACE AT LIBRARY DEPOT			
Accession fee	per barcoded item	\$1.00	External
Circulation/Retrieval Request fee	per barcoded item	\$3.00	External
Deaccession fee	per barcoded item	\$1.00	External
Storage fee for Book Material	per billable square foot per month	\$0.22	External
Storage fee for Boxed Material	per billable square foot per month	\$0.33	External