



BILLING RATES - FY 12/13

DEPARTMENT NAME :
Clemson University Libraries

VICE-PRESIDENT AREA :
Academic Affairs (Libraries)

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 12/13 RATE	CUSTOMERS BEING SERVED
FINES:			
Regular circulation	per day	\$0.25	Students & Community
Periodicals, etc.	per day	\$1.00	"
Reserves (hourly and daily)	per hour/day	\$1.00	"
Recalled materials	per day	\$1.00	"
ILL Materials	per day	\$1.00	"
Media:			
Slides	per set/day	\$1.00	"
Non IT Equipment by loan period:			
2 hr/overnight	per hour	\$1.00	"
less than a week	per day	\$1.00	"
a week or longer	per day	\$0.25	"
IT Equipment:			
Laptops & Computer Accessories	per hour	\$6.00	"
Projectors: RM Cooper Library	per day	\$6.00	"
Projectors: Gunnin Arch Library	per hour	\$6.00	"
Camera & Camcorders	per day	\$3.00	"
IPAD Late Fee	per day	\$20.00	Students
Study Rooms:			
Study Room Key Replacement	per each	\$40.00	"
Study Room Fine	per hour	\$6.00	"
PATRON COMMUNITY PRIVILEGES:			
Initial Fee	per each	\$10.00	Non-university users



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Annual Renewal	per each	\$7.00	"
Lost Card	per each	\$7.00	"
Expanded Community Privileges	per each	\$50.00	"
LOST MATERIALS:			
Materials which cost more than \$75	per each	Actual Cost	All patrons
Replacement cost of an item:	per each	\$75.00	"
Processing fee	per each	\$25.00	"
Binding fee (if needed)	per each	\$8.00	"
Locker key replacement	per each	\$5.00	"
Media:			
Lost, damaged slide film	per each	\$2.00	"
Lost damaged slide mount	per each	\$1.00	"
Lost, damaged equipment	at cost	at cost	"
Copy/Printing Charges:			
Coin-op photocopy machines	per each	\$0.15	All patrons
Tiger-Stripe copies	per each	\$0.15	Tiger-Stripe users
Coin-op microform reader/printers	per each	\$0.10	All patrons
On-Line Database Searching:			
Research literature searches	at cost	at cost	University patrons
Research literature searches	at cost+ fee	at cost +fee	Non-university patrons

Special Collections:



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Postage & handling for mailing orders	per each	\$5.00	All patrons
Photocopy by staff first 4 pages	no charge	no charge	"
Photocopy by staff 5+ copies	per each	\$0.25	"
Photocopies 50-page, surcharge for large order	flat fee	\$1.00	"
Microfilm (reel)	per each	\$20.00	"
Scanned photo/image by staff	per each	\$2.00	"
Scanned photo/image, surcharge per 5	per each unit of 5	\$1.00	"
Scan/print color or b/w photo by Staff	per each	\$4.00	"
Scan/print color or b/w photo by Patron	per each	\$2.00	"
CD-R, 700MB	per each	\$1.00	"
CD-RW, 700MB	per each	\$1.50	"
DVD's, 4.7GB	per each	\$2.00	"
Photo Paper 8 1/2" x 11"	per each	\$1.00	"
Photo Paper 4"x6"	per each	\$0.50	"
Color Plotting/linear foot	per each	\$5.00	"
Wide Format Color Scanning/linear foot	per each	\$3.00	"
Phase Boxes	per each	\$5.00	"

Digitization:



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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	\$1.50	Internal
Flatbed Scanning 11"x17" max size 600ppi resolution RGB color or grayscale For photographs, documents, letters	per item	\$2.50	External
Slide and Negative Scanning 10" x 10" max size 3200ppi resolution RGB color or grayscale	per slide or negative	\$4.00	Internal



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Slide and Negative Scanning 10" x 10" max size 3200ppi resolution RGB color or grayscale	per slide or negative	\$5.00	External
Sheet-fed Document Scanning 8.5"x11" max size 300ppi resolution Grayscale	per page	\$0.50	Internal
Sheet-fed Document Scanning 8.5"x11" max size 300ppi resolution Grayscale	per page	\$1.00	External
Overhead Cradle Scanning 16"x23" max size 300ppi resolution RGB color or grayscale For books, manuscripts, bound material	per page	\$1.25	Internal
Overhead Cradle Scanning 16"x23" max size 300ppi resolution RGB color or grayscale For books, manuscripts, bound material	per page	\$1.50	External



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Large Format Scanning 60"x40" max size 600ppi resolution RGB color For maps, blueprints, floorplans	per item	\$20.00	Internal
Large Format Scanning 60"x40" max size 600ppi resolution RGB color For maps, blueprints, floorplans	per item	\$25.00	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	All
Resolution Upgrade: Slide & Negative	per item	\$1.00	"
Resolution Upgrade: Sheet Fed	per item	\$0.25	"
Resolution Upgrade: Overhead	per page	\$0.50	"
Resolution Upgrade: Large Format	per item	\$5.00	"



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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	All
Media: CD-R 700MB	per each	\$1.00	"
Media: CD-RW 700MB	per each	\$1.50	"
Media: DVD 4.7GB	per each	\$2.00	"
Records Management:			
Records storage, per cubic foot storage box	per year	\$3.00	University departments
InterLibrary Loan:			
Lending fee - domestic	per each request	\$10.00	Libraries at other institutions; businessess
Lending fee - international	per each request	\$15.00	"
Miscellaneous			
Locker rental	per semester	\$6.00	Students



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Locker rental	two semesters	\$10.00	Students
Report Binding (2 clear report covers and 1 binding comb)	per each	\$1.00	Students & Employees
Library Tote Bag	per each	\$1.75	Students, Employees & Community
Table Rental	per each	\$7.00	Students
Table Rental	per each	\$11.00	Univ Depts & Other Groups
Chair Rental	per each	\$0.80	Students
Chair Rental	per each	\$1.25	Univ Depts & Other Groups