



BILLING RATES - FY 13/14

DEPARTMENT NAME :
Clemson University Libraries

VICE-PRESIDENT AREA :
Academic Affairs (Libraries)

| DESCRIPTION OF COMMODITY OR SERVICE : | UNIT OF BILLING | FY 13/14 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 | " |
| 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 |
| 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 | at cost | " |
| Media: | | | |
| Lost, damaged slide film | per each | \$2.00 | " |
| Lost damaged slide mount | per each | \$1.00 | " |
| Lost, damaged equipment | per each | at cost | " |



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| 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 | per each | at cost | University patrons |
| Research literature searches | per each | at cost + fee | Non-university patrons |
| Special Collections: | | | |
| 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:

- 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



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| 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 |
| 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 |



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| Overhead Cradle Scanning 16"x23" max size 300ppi resolution RGB color or grayscale For books, manuscripts, bound material | per page | \$1.50 | External |
| Large Format Scanning 60"x40" max size 600ppi resolution RGB color For maps, blueprints, floor plans | per item | \$20.00 | Internal |
| Large Format Scanning 60"x40" max size 600ppi resolution RGB color For maps, blueprints, floor plans | 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 | " |
| 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 | " |



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| 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; businesses |
| Lending fee - international | per each request | \$15.00 | " |
| Miscellaneous | | | |
| Locker rental | per semester | \$6.00 | Students |
| 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 |