



BILLING RATES - FY 14/15

DEPARTMENT NAME :
Clemson University Libraries

VICE-PRESIDENT AREA :
Academic Affairs (Libraries)

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 14/15 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
PATRON COMMUNITY PRIVILEGES:			
Initial Fee	per each	\$10.00	External
Annual Renewal	per each	\$7.00	External
Lost Card	per each	\$7.00	External
Expanded Community Privileges	per each	\$50.00	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
Locker key replacement	per each	at cost	Internal & External
COPY/PRINTING CHARGES:			
Coin-op photocopy machines	per each	\$0.15	Internal & External
Tiger-Stripe copies	per each	\$0.15	Internal & External
Coin-op microform reader/printers	per each	\$0.10	Internal & External
ON-LINE DATABASE SEARCHING:			
Research literature searches	per each	at cost	Internal
Research literature searches	per each	at cost + fee	External
SPECIAL COLLECTIONS:			
Postage & handling for mailing orders	per each	\$15.00	Internal & External
Photocopy by staff first 50 pages	no charge	no charge	Internal & External
Photocopy by staff 51+ copies	per each	\$1.00	Internal & External
Large order surcharge for 51+ photocopies (in addition to \$1/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 \$2/scan)	flat fee	\$10.00	Internal & External
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	per item	\$1.50	Internal
RGB color or grayscale			
For photographs, documents, letters			
Flatbed Scanning			
11"x17" max size			
600ppi resolution	per item	\$2.50	External
RGB color or grayscale			
For photographs, documents, letters			
Slide and Negative Scanning			
10" x 10" max size	per slide or negative	\$4.00	Internal
3200ppi resolution			
RGB color or grayscale			
Slide and Negative Scanning			
10" x 10" max size	per slide or negative	\$5.00	External
3200ppi resolution			
RGB color or grayscale			
Sheet-fed Document Scanning			
8.5"x11" max size	per page	\$0.50	Internal
300ppi resolution			
Grayscale			
Sheet-fed Document Scanning			
8.5"x11" max size	per page	\$1.00	External
300ppi resolution			
Grayscale			
Overhead Cradle Scanning			
16"x23" max size			
300ppi resolution	per page	\$1.25	Internal
RGB color or grayscale			
For books, manuscripts, bound material			



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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	Internal & External
Resolution Upgrade: Slide & Negative	per item	\$1.00	Internal & External
Resolution Upgrade: Sheet Fed	per item	\$0.25	Internal & External
Resolution Upgrade: Overhead	per page	\$0.50	Internal & External
Resolution Upgrade: Large Format	per item	\$5.00	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	\$4.00	Internal
Accession fee	per barcoded item	\$1.00	Internal



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Deaccession fee	per barcoded item	\$1.00	Internal
INTERLIBRARY LOAN:			
Lending fee - domestic	per each request	\$10.00	External
Lending fee - international	per each request	\$15.00	External
MISCELLANEOUS:			
Locker rental	per semester	\$6.00	Internal
Locker rental	two semesters	\$10.00	Internal
Report Binding (2 clear report covers and 1 binding comb)	per each	\$1.00	Internal
Library Tote Bag	per each	\$1.75	Internal & External
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