



## BILLING RATES - FY 17/18

DEPARTMENT NAME :  
**University Libraries**

VICE-PRESIDENT AREA :  
**Libraries**

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 17/18 RATE	CUSTOMERS BEING SERVED
<b>OVERDUE FINES:</b>			
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
Education Media Center Testing Materials	per day	\$20.00	External
<b>PATRON COMMUNITY PRIVILEGES:</b>			
Initial Fee	per each	\$25.00	External
Annual Renewal	per each	\$15.00	External
Lost Card	per each	\$15.00	External
<b>LOST/DAMAGED LIBRARY MATERIALS/EQUIPMENT:</b>			
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



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<b>COPY/PRINTING CHARGES:</b>			
Tiger-Stripe copies	per each	\$0.15	Internal & External
<b>ON-LINE DATABASE SEARCHING:</b>			
Research literature searches	per each	at cost	Internal
Research literature searches + \$25 fee	per each	at cost + fee	External
<b>SPECIAL COLLECTIONS:</b>			
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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Scanning rates include • Optical Character Recognition (OCR)

- Image post-processing & color adjustment
- Best available preservation file (TIFF, RAW, etc.) and compressed file (JPEG, PDF, etc.)
- Temporary cloud-based storage (2 weeks)
- 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 & External
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Slide and Negative Scanning 10" x 10" max size 3200ppi resolution RGB color or grayscale	per slide or negative	\$0.75	Internal & External
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Sheet-fed Document Scanning 8.5"x14" max size 300ppi resolution RGB or Grayscale	per page	\$0.15	Internal & External
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Overhead Cradle Scanning 16"x23" max size 300ppi resolution RGB color or grayscale For books, manuscripts, bound material RAW Capture	per page	\$0.20	Internal & External
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Overhead Cradle Scanning 16"x23" max size 300ppi resolution RGB color or grayscale For books, manuscripts, bound material JPG/PDF only	per page	\$0.15	Internal & External
Large Format Scanning 60"x40" max size 600ppi resolution RGB color For maps, blueprints, floor plans	per item	\$2.50	Internal & External
Service charge on all digitization orders, regardless of volume.	per order	\$20.00	Internal & External
Resolution Upgrades: Requests for a higher resolution above those provided in the standard rate will incur this additional cost per item.	per item	\$0.50	Internal & External
<u>Transcription services: cost per 1000 characters typed</u>			
Typed material	per 1000 characters	\$1.00	Internal & External
Handwritten material	per 1000 characters	\$2.00	Internal & External
<u>Metadata services: levels of metadata service are based on the time required to create descriptive metadata by Clemson Librarian</u>			
<u>Level 1</u>	per record	\$0.10	Internal & External



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<u>Level 2</u>	per record	\$0.50	Internal & External
<u>Level 3</u>	per record	\$1.25	Internal & External
Level 4	per record	\$3.50	Internal & External
<u>Data storage and hosting per gigabyte: one time cost per order, includes fixity checks on existing data that is imported.</u>	per gigabyte	\$3.00	Internal & External
<b>RECORDS MANAGEMENT:</b>			
Records storage, per cubic foot storage box	per year	\$4.80	Internal
Records Intake Fee	per box	\$5.00	Internal
<b>INTERLIBRARY LOAN:</b>			
Lending fee (loans & articles) requested through IFM- <b>domestic</b>	per each request	\$15.00	External
Lending fee (loans & articles) to be invoiced- <b>domestic</b>	per each request	\$20.00	External
Lending fee (loans) requested through IFM or to be invoiced- <b>international</b>	per each request	\$20.00	External
Lending fee (articles) requested through IFM - <b>international</b>	per each request	\$15.00	External
Lending fee (articles) to be invoiced - <b>international</b>	per each request	\$20.00	External
Rush fee - in addition to applicable lending fee - <b>domestic &amp; international</b>	per each request	\$5.00	External
<b>MISCELLANEOUS:</b>	per each request		



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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
<b>STORAGE SPACE AT LIBRARY DEPOT</b>			
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
<b>EVENT HOSTING SERVICES</b>			
Event Staff and Labor	per event	variable	Internal & External
Security	per event	variable	Internal & External
Cleaning fee	per event	variable	Internal & External
After Hours Fee	per hour	\$24.00	Internal & External
Signage	per each	variable	Internal & External



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Stanchions	per event/per pair	\$10.00	Internal & External