



BILLING RATES - FY 18/19

DEPARTMENT NAME :
Clemson University Libraries

VICE-PRESIDENT AREA :
Libraries

| DESCRIPTION OF COMMODITY OR SERVICE : | UNIT OF BILLING | FY 18/19 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 |
| Education Media Center Testing Materials | per day | \$20.00 | Internal & 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 |



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| 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 |



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| 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: | | | |
| <u>Scanning rates include • Optical Character Recognition (OCR)</u> | | | |
| • <u>Image post-processing & color adjustment</u> | | | |
| • <u>Best available preservation file (TIFF, RAW, etc.) and compressed file (JPEG, PDF, etc.)</u> | | | |
| • <u>Temporary cloud-based storage (2 weeks)</u> | | | |
| • <u>Transfer to physical storage media</u> | | | |
| Flatbed Scanning 11"x17" max size 600ppi resolution RGB color or grayscale For photographs, documents, letters | per item | \$0.25 | Internal/External |
| Slide and Negative Scanning 10" x 10" max size 3200ppi resolution RGB color or grayscale | per slide or negative | \$0.75 | Internal |
| Sheet-fed Document Scanning 8.5"x14" max size 300ppi resolution RGB or Grayscale | per page | \$0.15 | External |
| 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 |



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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 | External |
| Large Format Scanning 60"x40" max size 600ppi resolution RGB color For maps, blueprints, floor plans | per item | \$2.50 | Internal |
| Service charge on all digitization orders, regardless of volume. | per order | \$20.00 | Internal |
| 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 |
| Handwritten material | per 1000 characters | \$2.00 | External |
| <u>Metadata services: levels of metadata service are based on the time required to create descriptive metadata by Clemson Libraries.</u> | | | |
| <u>Level 1</u> | per record | \$0.10 | Internal & External |
| <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 |



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| RECORDS MANAGEMENT: | | | |
| Records storage, per cubic foot storage box | per year | \$4.80 | Internal & External |
| Records Intake Fee | per box | \$5.00 | Internal & External |
| INTERLIBRARY LOAN: | | | |
| 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 |



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| 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 |
| EVENT HOSTING SERVICES | | | |
| 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 |
| Stanchions | per event/per pair | \$10.00 | Internal & External |