



BILLING RATES - FY 21/22

DEPARTMENT NAME :
University Libraries

VICE-PRESIDENT AREA :
Libraries

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 21/22 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
Higher Use Equipment Accessories	per hour	\$5.00	Internal & External
Lower Use 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
LOST/DAMAGED LIBRARY MATERIALS/EQUIPMENT:			
Replacement cost of an item:	per each	At cost	Internal & External
Repair fee	per each	At cost	Internal & External



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Processing fee	per each	\$25.00	Internal & External
Binding fee (if needed)	per each	\$8.00	Internal & 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
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
Publishing fee for photographs and documents-CU faculty and staff	per each	No charge	Internal



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Publishing fee for photographs and documents for commercial use and display: Non-exclusive, one-time use of a single image in addition to the reproduction costs. Subsequent issues, editions, and reprints will require payment of additional fees.	per each	\$25.00	External
DIGITIZATION			
Scanning rates include • Optical Character Recognition (OCR) <ul style="list-style-type: none">• 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
Flatbed Scanning 11"x17" max size 600ppi resolution RGB color or grayscale For photographs, documents, letters	per item	\$0.35	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
Sheet-fed Document Scanning 8.5"x14" max size 300ppi resolution RGB or Grayscale	per page	\$0.15	Internal/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/External
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



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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
FADGI 3 or 4 verified conformance scan: All scans will meet the basic FADGI standard in dpi and bit-depth, but FADGI verified conformance uses GoldenThread software to measure color targets for machine and lighting precision. Clients should choose this option if required by organization.	per item	\$1.00	Internal & External
FADGI 3 or 4 verified conformance scan for oversized material: All scans will meet the basic FADGI standard in dpi and bit-depth, but FADGI verified conformance uses GoldenThread software to measure color targets for machine and lighting precision. Clients should choose this option if required by organization.	per item	\$3.00	Internal & External
Transcription services: cost per 1000 characters typed			Internal/External



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Typed material	per 1000 characters	\$2.00	Internal/External
Handwritten material	per 1000 characters	\$3.00	Internal/External
Metadata services: levels of metadata service are based on the time required to create descriptive metadata by Clemson Libraries.			
Level 1	per record	\$0.10	Internal & External
Level 2	per record	\$0.50	Internal & External
Level 3	per record	\$1.25	Internal & External
Level 4	per record	\$3.50	Internal & External
Data storage and hosting per gigabyte: one time cost per order, includes fixity checks on existing data that is imported.	per gigabyte	\$3.00	Internal & External
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:			Internal & External
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



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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
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



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After Hours Fee	per hour	\$24.00	Internal & External
Signage	per each	Variable	Internal & External
Stanchions	per event/per pair	\$10.00	Internal & External