

**Special Collections & University Archives
Duplication Fees**

Our Services

PLEASE NOTE: PAYMENT IS REQUIRED BEFORE REPRODUCTIONS WILL BE PROVIDED TO PATRON OR BEFORE PUBLISHING IS ALLOWED.

Please allow 7-14 business days for the production of photocopy orders. Large orders may take longer during peak demand periods. Fees for rush orders/special orders are below.

On-site: Arrangements for pick-up or mailing of photocopy orders should be made with the Special Collections Reference Desk before leaving the department. Orders may not be able to be completed while the patron is in the Library. All charges will be billed through the Binghamton University Libraries’ Accounting Office.

On-line: Requests and subsequent communication will be through the appropriate Special Collections Reference Librarian.

Reproductions for Patrons with a Binghamton University ID

Photocopies/Scans

Photocopies	25 per semester	Free
Photocopies	26-100	\$0.30 each
Photocopies	More than 100	\$0.50 each
Scans/PDFs**	1-25	\$1.00 each
Scans/PDFs**	More than 25	\$5.00 each

*PDFs are black & white, non-publication quality

**Scans are 300 dpi .tif or .jpg images. Other resolutions or formats will depend on the intended use and are subject to approval.

Please note that we **do not** email scanned images or text. Items can be delivered through Dropbox.

*****Extra charges may incur if scanning is time intensive.**

Additional Services

Self-service microfilm	Microfilm will be held at the Newcomb Reading Room Service Desk. Newcomb microfilm copying charges will apply.
Original Photography (such as oversize items, bound items, or fragile items that cannot be scanned)	\$15.00 per photograph
Photographic Prints (b&w, color)	Must be outsourced – price upon request
Slides and Transparencies	\$15.00 each; duplicates are \$4.00 each

CDs (for digital files) \$5.00 for each CD (not for each file)

Reproduction of Audio/Visual Materials We are unable to provide these services

Reproductions for Binghamton University Alumni

Photocopies/Scans

Photocopies	10 per semester	Free
Photocopies	11-100	\$0.30 each
Photocopies	More than 100	\$0.50 each
Scans/PDFs**	1-25	\$1.00 each
Scans/PDFs**	More than 25	\$5.00 each

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**Scans are 300 dpi .tif or .jpg images. Other resolutions or formats will depend on the intended use and are subject to approval.

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*****Extra charges may incur if scanning is time intensive.**

Additional Services

Self-service microfilm Microfilm will be held at the Newcomb Reading Room Service Desk. Newcomb microfilm copying charges will apply.

Original Photography \$25.00 per photograph
(such as oversize items, bound items, or fragile items that cannot be scanned)

Photographic Prints Must be outsourced – price upon request
(b&w, color)

Slides and Transparencies \$30.00 each; duplicates are \$10.00 each

CDs \$5.00 for each CD (not for each file)

Reproduction of Audio/Visual Materials We are unable to provide these services.

Reproductions for Patrons without a Binghamton University ID

Photocopies/Scans

Photocopies	1-100	\$0.30 each
Photocopies	More than 100	\$0.50 each
Scans/PDFs**	1-10	\$1.00 each
Scans/PDFs**	More than 10	\$5.00 each

*PDFs are black & white, non-publication quality

**Scans are 300 dpi .tif or .jpg images. Other resolutions or formats will depend on the intended use and are subject to approval.

Please note that we **do not** email scanned images or text. Items can be delivered through Dropbox.

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Shipping & Handling

Shipping and handling fees depend on the cost of the order and on the method of delivery. There is no shipping and handling fee for orders picked up by the patron in the Special Collections Reading Room.

<u>Method of Delivery</u>	<u>Cost of Order</u>	<u>Shipping/Handling Fee</u>
E-mail	Free	Free
E-mail	\$5.00 +	\$5.00 total (not per-item e-mailed)
U.S. Mail (domestic)	Free	Free
U.S. Mail (domestic)	\$5.00-10.00	\$3.00
U.S. Mail (domestic)	\$10.01-50.00	\$5.00
U.S. Mail (domestic)	\$50.01-100.00	\$7.00
U.S. Mail (domestic)	\$100.01-\$500.00	\$10.00
U.S. Mail (domestic)	Over \$500.00	\$20.00
International (First Class)	Rate will be based on USPS rate	
International (Express)	Rate will be based on USPS rate	

Delivery Times/Rush Orders/Special Orders

Rush/Special orders will incur an additional service charge depending on the complexity of the work, \$10.00 minimum.

Because photographic orders must be outsourced, they are subject to the vendor's schedule.

Use/Permission Fees

Acquiring copies of materials in any format from Special Collections does not confer the right to recopy, reproduce, publish or exhibit them without the express written consent of the Special Collections staff or the holder of copyright to those materials. Permission to reproduce images is granted for a fee based on the intended use of the images. Photographs, photocopies, or digital images may be used only for the purpose stated in the original application and agreed to by us.

Fees

All fees listed are subject to change. Fees for uses not listed will be quoted on request.

PLEASE NOTE: PAYMENT IS REQUIRED BEFORE REPRODUCTIONS WILL BE PROVIDED TO PATRON OR BEFORE PUBLISHING IS ALLOWED.

How to Request Permission

Fill out the Permission to Publish form, print and sign it, and mail to: Head of Special Collections, Preservation, and University Archives, University Libraries, Binghamton University, P.O. Box 6012, Binghamton, NY 13902-6012, or fax it to (607) 777-6500. You will be informed of the total of your fees and supplied with a letter authorizing your one time use of the materials, giving the correct citation format.

Photography or Videotaping by Patrons

Users may not bring camera equipment into Special Collections for still photography, filming or videotaping of materials in the collections.

Quoting from Special Collections Materials

There is no charge for quoting from materials in Special Collections; however, permission to quote must be obtained. See "How to Request Permission" above.

All Other Uses

If an image is used for any but the purposes stated above, the fees are as follows and the limit on each type of use is included:

Use/Permission Fees

NOTE: ALL PERMISSIONS ARE FOR ONE-TIME USE ONLY.

NON-PROFIT (Proof of non-profit status must be supplied)

<u>Use</u>	<u>Fee</u>
Webpage	\$10.00 per image
Cover of book, catalog, etc.	\$50.00 per image
All other uses (interior of book, exhibits, etc.)	\$25.00 per image

FOR-PROFIT

<u>Use</u>	<u>Quantity/Description</u>	<u>Fee</u>
Webpage		\$50.00 per image
Books, Educational CD-roms, etc.	1-5,000 copies	\$50.00 per image
	5,001-25,000 copies	\$100.00 per image
	Over 25,000 copies	\$250.00 per image
	Use on cover	Double the regular fee for that circulation
Magazines, Periodicals, etc.	Up to 50,000 circulation	\$50.00 per image
	50,001-100,000 circulation	\$100.00 per image

	Over 100,000 circulation	\$250.00 per image
Film, DVD, Video	For theatrical release	\$250.00 per image
	For commercial broadcast, One language/one country	\$100.00 per image
	For commercial broadcast, All languages/worldwide	\$200.00 per image
	For public/non-commercial broadcast, one language/one country	\$50.00 per image
	For public/non-commercial broadcast, all languages/worldwide	\$75.00 per image
	Non-broadcast, one language, One country	\$50.00 per image
	Non-broadcast, all languages/worldwide	\$75.00 per image

JRG 6/27/2016