

Michigan State University Archives & Historical Collections

Reproduction Policies

- The Michigan State University Archives and Historical Collections reserve the right not to reproduce any item due to size, condition, copyright, or special circumstance.
- Patrons requesting reproductions will need to fill out a form acknowledging that they have read the provided copyright statement and specifying the intended use for their reproductions.
- Digital reproductions or copies are provided to the patron for their stated purpose only. Any additional use requires additional authorization.
- In all case, when use fees apply, it is for the utilization of an item for *one* instance and in the format specified in the authorization form and licensing agreement, unless otherwise specified.
- Any item provided to a patron for use in a publication, website, film, exhibit or other conveyance should carry a citation or credit line for Michigan State University Archives & Historical Collections. *This is a condition of use that is in effect, regardless any assessed fees.*
- The standard turnaround time for a reproduction order is seven days after forms have been signed and all fees paid. This time may be shorter or longer depending on the type and amount of material requested.
- Patrons are allowed to take their own digital photographs of archival collections *for personal use only*, with permission. A digital camera authorization form will need to be completed *before* photos can be taken.
- All photocopies and digitization is done or arranged by the University Archives Staff.
- Transfer of electronic files will only be done either via e-mail, digital transfer, *or archives provided media* only.

Explanation of Fees

There is no fee charged to access and read research material in the reading room of the University Archives. Fees are charged when a patron requires their own copy of the reference material for personal use, publication, production, or exhibition. There are three types of fees assessed.

The first is a **reproduction fee**. This fee covers the cost of the materials, time, and necessary equipment needed to produce the reproduction. A reproduction fee is assessed to *all patrons* that submit reproduction requests.

The second type of fee is a **use fee**. A use fee is assessed based on what the reproductions will be used for (non-commercial/commercial needs).

Commercial vs non-commercial use - Commercial use applies to businesses, entities, or endeavors that engage in "for-profit" activity. It also applies to those who do work on behalf of for-profit entities or those who work, speculating they will profit in the future (i.e. making a product "on spec"). This includes those who use images for online sites that receive advertising revenue. Non-commercial refers to use that will not generate profit; this typically means personal or educational use. Use of images on personal websites is allowed if it does not have in-content ads or generate ad-driven revenue. Non-profit organizations will need to submit their IRS 501(c)(3) paperwork to avoid commercial use fees.

The final type of fees are for **additional** services. This includes postage costs, rush fees, research fees, editing fees, and other special costs.

Copyright Information

It is entirely the responsibility of the patron to determine and ensure the use of material fully complies with copyright law of the United States (Title 17, United States Code). The payment of any reproduction or use fees does not exclude the patron of this responsibility unless specifically stated by the University Archives.

FEE SCHEDULE

Photocopies

Images made with photocopier (either paper prints or .pdf digital images. Pdfs will be emailed to the patron.)

Letter/Legal	\$0.20
11x17	\$0.25
Color	\$1.00
.pdf	\$0.20 (all sizes, black and white or color)

Bound Volumes

A fee of \$50.00 + per image fee (\$0.20- \$1.00) will be applied to photocopying each bound volume that requires special handling because of condition or size. Note: some bound items cannot be scanned.

Digital Scans

These images are made with a flatbed scanner. The largest, standard digital scan that can be made is 11x17. Anything larger will be considered oversized. The University Archives may be able to arrange for scanning of oversized material depending on its original size and condition. If it is possible, there will be additional charges. Every scans will be assessed a reproduction fee and *may* also be assessed a use fee. See the chart below for specific details.

Reproduction Fees for Digital Scans

Scan of item (up to 11x17)	\$5.00
Scan (Oversized item)	\$5.00 per each image or section of image + editing charge. (Note-some oversized items cannot be scanned)
Editing Charge	\$25.00/hour - This fee is for any user requested editing, cropping, photo "stitching"/merging, etc. of scanned items.
Bound Volumes	\$50.00 per volume + per image fee – This fee is applied if special handling is required because of size or condition of the volume. Note: some bound items cannot be scanned.

Use Fees for Digital Scans

Non-Commercial Use

No use fees will be assessed for non-commercial scans for the first 10 items requested. Requests exceeding 10 may be assessed a fee of \$5.00 each.

Commercial Use

As of January 1, 2020 the negotiation of commercial use fees *may* be forwarded to XOS Digital Licensing for all content (athletic & non-athletic). This applies (but is not limited to) the following uses:

Textbooks, Calendars, Posters, Advertising, Exhibits, Displays, Websites, commercial television productions or broadcasts, still images used in feature films or documentaries, and publications with a print run or distribution of over 500 units. Non-profit & educational entities (IRS 501 (c)(3) eligible) *may* be exempt from use fees.

Audio & Moving Image Materials

Reproduction Fees for Audio & Moving Images

Audio/Video/Film – existing digital file available	\$35.00
Audio/Video/Film (In-house digitization of supported formats)	\$35.00 per hour of staff time (\$35.00 Minimum)
Audio/Video/Film (Unsupported formats)	Outsourced Cost + 25%

Use Fee for Audio & Moving Images

Non-Commercial Use

Personal Use	No Use Charge
MSU Exhibitions (physical or digital)	No Use Charge
MSU Websites	No Use Charge
Educational Display	No Use Charge
Non-Profit Org - Exhibit (physical or digital) IRS 501(c)(3) verification required	No charge up to 1 minute, \$50.00 for 10 minute segment thereafter

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Please Note: The University Archives does not grant broadcasting right in perpetuity. Our standard is to grant broadcasting rights for five years only, after that period broadcasting rights must be renewed.

Additional Fees

Research Fees - \$50.00 per hour

All researchers will be able to engage the archival staff for up to 30 minutes to assist in research needs related to its archival collections, at no cost. For non-commercial research, further engagement will be at the discretion of the archivist. For commercial research, any further research will be charged at \$50.00 per hour. (\$50.00 Minimum)

Editing Fees - \$25.00 per hour

This fee is for any user requested editing, cropping, photo "stitching"/merging, etc. of scanned items. Editing services are at discretion of the archivist and might not be available in all circumstances. (\$25.00 Minimum)

Rush Fees - Cost of entire order + 50%. Expedited mailing is additional cost.

A rush order for reproduction services may be available depending on the type and amount of material being requested. The archivist must approve this request before placing the order.

Mailing Fees - \$3.00 - \$5.00

Minimum mailing fees range from \$3.00 - \$5.00. Mailing fees for large orders, oversized materials, expedited shipping, international shipping, and private shipping (Fed Ex/UPS/DHL) will be higher.

Media Transfer/Handling Fee - \$3.00

The archives can provide a flash drive, CD, or DVD for the transfer and handling of digital images, if email/electronic file transfer is not desired. The cost will be \$3.00 for each drive or disc used.