

## Special Collections Services Fees

<http://www.library.ucla.edu/specialcollections/researchlibrary/13379.cfm>

The UCLA Library charges fees for special collections services on a cost-recovery basis. Checks must be in U.S. currency, payable to the **University of California Regents**; California residents must add 9.75% sales tax as noted.

UC users are defined as UC faculty, staff, and students. UC user fees apply to university-directed research only. Services and materials for for-profit research will be charged at the non-UC rate.

Payment in full is required before orders can be picked up. A 50% non-refundable deposit is required for orders estimated to total \$50 or more.

### Photocopying

#### UC Users

##### On-site requests:

Black-and-white copies (letter or legal)	\$1 per page
Color copies	\$3 per page
Oversized copies	\$3 per page

##### Off-site requests, add:

Production fee (non-oversized material)	Waived for the first fifty pages or three maps; \$22 per transaction thereafter
Production fee, oversized material	Waived for the first fifty pages or three maps; \$44 per transaction thereafter
Research fee (if applicable)	Waived for the first half-hour; \$53 per hour thereafter

#### Non-UC Users

##### On-site requests:

Black-and-white copies (letter or legal)	\$1.35 per page
Color copies	\$4 per page
Oversized copies	\$4 per page

##### Off-site requests, add:

Production fee, regular-sized material	\$30 per transaction
Production fee, oversized material	\$59 per transaction
Research fee (if applicable)	Waived for the first half-hour; \$72 per hour thereafter

### Photography

#### UC Users

Production fee	Waived for the first five images; \$33 per image thereafter
Research fee	Waived for the first half-hour; \$53 per hour thereafter
Materials	At cost, plus California sales tax

#### Non-UC Users

Production fee	\$45 per image
Research fee	Waived for the first half-hour; \$72 per hour thereafter
Materials	At cost, plus California sales tax if applicable

## Microfilming

Microfilming is outsourced to the Southern Regional Library Facility, which sets the basic charges; its prices are available at <<http://www.srlf.ucla.edu/pi/PriceList.aspx>>. Additional fees are listed below.

### UC Users

Production fee	Waived for the first five images; \$22 per hour thereafter
Research fee	Waived for the first half hour; \$53 per hour thereafter

### Non-UC Users

Production fee	\$30 per hour
Research fee	Waived for the first half hour; \$72 per hour thereafter

## Duplication of Audio, Film, Videotape

### UC Users

Production fee	\$17 per item
Research fee	Waived for the first half hour; \$53 per hour thereafter
Duplication fee: CD, cassette tape (performed in-house)	\$33 per item
Duplication fee: film, videotape, audiotape (outsourced)	Determined by vendor
Materials	At cost, plus California sales tax

### Non-UC Users

Production fee	\$23 per item
Research fee	Waived for the first half hour; \$72 per hour thereafter
Duplication fee: CD, cassette tape (performed in-house)	\$45 per item
Duplication fee: film, videotape, audiotape (outsourced)	Determined by vendor
Materials	At cost, plus California sales tax if applicable

## Digital Audio Transfer

### UC Users

Production fee (chargeable by hour, from preparation of request to completion of transfer)	\$39 per hour
Materials	At cost, plus California sales tax

### Non-UC Users

Production fee (chargeable by hour, from preparation of request to completion of transfer)	\$53 per hour
Materials	At cost, plus California sales tax if applicable

## Digital Images (Scanning)

Some jobs must be outsourced to the Southern Regional Library Facility, which sets its own prices; a price list is available at <<http://www.srlf.ucla.edu/pi/PriceList.aspx>>. Additional charges are noted below.

### UC Users

#### A. Scanning charges

##### For orders done in-house:

Original scan (no digital image exists)	\$28 per image
Duplicate scan (digital image already on file)	\$17 per image
Research fee (if applicable)	Waived for the first half-hour; \$53 per hour thereafter

##### For outsourced orders, in addition to vendor charges:

Production fee	Waived for the first ten images; \$33 per image thereafter
Research fee (if applicable)	Waived for the first half-hour; \$53 per hour thereafter

#### B. Materials charges

At cost, plus California sales tax

### Non-UC Users

#### A. Scanning charges

##### For orders done in-house:

Original scan (no digital image exists)	\$38 per image
Duplicate scan (digital image already on file)	\$23 per image
Research fee (if applicable)	Waived for the first half-hour; \$72 per hour thereafter

##### For outsourced orders, in addition to vendor charges:

Production fee	\$45 per image
Research fee (if applicable)	Waived for the first half-hour; \$72 per hour thereafter

#### B. Materials charges

At cost, plus California sales tax if applicable

## Photoduplication of Library Materials by Users

In some cases and with prior approval only, in-house photoduplication of materials by the user or a hired photographer can be arranged. In such cases, the fees below apply.

### UC Users

Research fee (if applicable)	\$43 per hour
Room set-up and monitoring	\$22 per hour

### Non-UC Users

Research fee (if applicable)	\$59 per hour
Room set-up and monitoring	\$30 per hour

## Wire Transfer Fees

In some cases for invoices totaling more than \$500, payment by electronic fund transfer may be approved. A fee of \$45 per transaction will apply for all users.

## Special Collections Request to Publish Form

Patrons who wish to use Special Collections original materials in a publication, performance, or broadcast must order high-resolution copies and complete a license agreement with the Library. Depending on how the image(s) will be published, licensing fees may apply. We cannot grant permission to publish reproductions of works (text-based, pictorial, or graphic) for which we do not own the copyright. It is the researcher's responsibility to contact the copyright holder to obtain a letter, signed in blue ink, approving the use of reproductions for any particular project or publication.

### Submitting a Request

Please complete **BOTH** the Duplication Request Form and the Request to Publish Form and submit them to either the reference desk attendant or to the Duplication Services Coordinator at [speccoll-duplication@library.ucla.edu](mailto:speccoll-duplication@library.ucla.edu). Orders cannot be processed without both forms.

### Licensee Information

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Duplication Request: \_\_\_\_\_

### Request Details

Request to: ☐ Publish ☐ Perform ☐ Broadcast ☐ Exhibit / Display Date(s) of Publication, Broadcast, etc.: \_\_\_\_\_

Please complete the appropriate section below:

#### Publication:

Author / editor: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher: \_\_\_\_\_

Print run (number of copies): \_\_\_\_\_

Projected retail price: \_\_\_\_\_

Intended audience: \_\_\_\_\_

#### Office Use Only

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

Request Submitted Onsite: Y / N

Invoice no: \_\_\_\_\_

Patron's Status: ☐ UC ☐ non-UC

License no: \_\_\_\_\_

**Broadcast / Project:**

Producer(s): \_\_\_\_\_

Production company / contact: \_\_\_\_\_

Title of the production: \_\_\_\_\_

Medium / format: \_\_\_\_\_

Type of distribution: ☐ Feature film  
☐ Broadcast / webcast  
☐ Home video  
☐ Internet

**Performance:**

Title: \_\_\_\_\_

Featured performers: \_\_\_\_\_

Production company / contact: \_\_\_\_\_

Venue(s): \_\_\_\_\_

Type of performance: ☐ Sound recording production  
☐ Spoken / staged performance  
☐ Music performance  
☐ Radio broadcast / webcast

**Exhibit / Display:**

Title: \_\_\_\_\_

Institution / Web site: \_\_\_\_\_

Curator(s): \_\_\_\_\_

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**Rights Requested:**

☐ One country / ☐ Worldwide  
☐ One language / ☐ All languages  
☐ Print ed. / ☐ Electronic format / ☐ Print ed. & electronic  
☐ Radio broadcast / ☐ Webcast

**\*\*Please note: the Library licenses exclusively in 7 yr terms**