

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

Special Collections Fees

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

Special Collections Fees

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. Orders cannot be processed without both forms.

Licensee Information

Name: _____ Email: _____
Address: _____
Phone: _____ Date of Duplication Request: _____

Request Details

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

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): _____

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