

FEES FOR DUPLICATION & SPECIAL ACCESS

NEBRASKA STATE HISTORICAL SOCIETY

(effective August 1, 2007)

Providing access to its collections is part of the mission of the Nebraska State Historical Society. While on-site access is generally free of charge, any access that requires staff research, lab work or special curatorial assistance involves charges. For a fee, the NSHS also provides duplicates of photographs, documents and published materials in its collections, copies of moving images and sound recordings, and images of artifacts, spaces and activities of the NSHS. This schedule outlines the fees the NSHS charges for duplication and special access.

Permissions and use fees. Permission for the use of the duplicates obtained from the NSHS is granted at the NSHS's discretion and documented in an agreement between the NSHS and the user. For details on the NSHS's guidelines for use, see [Use Policy](#). For some uses, additional use fees may be involved (see [FEES FOR THE USE OF STILL IMAGES](#) or [FEES FOR THE USE OF MOVING IMAGES AND SOUND RECORDINGS](#)).

Delivery times. Standard delivery time is within two weeks of receipt of payment unless otherwise stated. Larger orders or quantities may require more time; consult with Reference Staff when placing such an order. Rush services (delivery within five business days) may be possible dependent on staff availability, and are charged double the fees posted below.

Payment. Duplication and special access fees must be paid or invoiced in advance of delivery of orders and are non-refundable. Nebraska state agencies must pay through IBT. Fees are subject to change without notice.

Right of refusal. The NSHS reserves the right to refuse to duplicate items in its collections due to condition or restrictions imposed by donor agreements or law (including copyright).

Waivers. The NSHS reserves the right to waive fees or other requirements on an individual basis at the discretion of the Society's Director. Such waiver of fees can be made only upon approval of written application.

COLLECTIONS SEARCH & ACCESS SERVICES

	NSHS MEMBERS & NEBRASKA RESIDENTS, BUSINESSES, ORGANIZATIONS & GOVERNMENT AGENCIES	ALL OTHERS
Basic search: (one name/subject in one record; includes up to 2 photocopies)	\$10	\$20
Special research or curatorial assistance: (does not include photocopy or other duplication charges; 2 hours maximum)	\$25 per half-hour	\$30 per half-hour
Photocopies only: (if exact citation [title, date, page, column] is provided; two copies maximum)	\$5	\$10
Retrieval of government records to originating agency	\$5 per file; \$10 per box (representatives of government agencies only)	N/A

PHOTOCOPIES

	8.5" X 11" OR 8.5" X 14"	11" X 17"
From library materials, self-serve	\$.15	\$.50
From archival holdings, staff copied (photographs, documents, oversized or fragile items)	\$.50 + tax	\$.75 + tax
From microfilm, self-serve	\$.50	\$.75
From microfilm, staff copied	\$1 + tax	\$1.50 + tax

DIGITAL FILES

Delivered as e-mail attachment. \$5 extra plus shipping for delivery on optical media.

72 dpi: Low resolution scan, JPEG format, 150 pixels on the long dimension. Good for web display thumbnail or preview copy.	\$5 + tax
150 dpi: Low resolution scan, JPEG format, 150 pixels on the long dimension. Good for web display, PowerPoint presentations, school reports, etc.	\$10 + tax
300 dpi: Medium resolution scan, TIFF (LZW Compression) format, 100% of original (varies with size of original). Good for publishing, display, newsprint, reports, etc.	\$15 + tax
Scan at higher resolution or of oversized original (over 12x18)	Ask for price quote

DIGITAL PRINTS

Specify matte or glossy, color or black & white, and standard or borderless "pretty print."

5x7	\$15 + tax
8x10	\$20 + tax
11x14	\$30 + tax
Larger than 11x14 (oversized)	Ask for price quote

MOVING IMAGES

"Tab-to-tab" reproductions are generally not provided; entire reels must be reproduced. Copies are in NTSC Standard.

	UP TO 400'/12 MINUTES	MORE THAN 400'/12 MINUTES
Copy on VHS cassette or DVD-R (MPEG2)	\$25 + tax	\$40 + tax
Additional lab service charge if not already reformatted	\$25 per half-hour for NSHS members and Nebraska residents, businesses, organizations and government agencies \$30 per half-hour for all others	
Additional charge for duplication onto DVCPRO tape, MiniDV tape, BetaCamSP tape, or as AVI/WMV file on optical media	\$10 + tax	\$15 + tax

SOUND RECORDINGS

	UP TO 30 MINUTES	MORE THAN 30 MINUTES
Copy on audio cassette or CD-R (CDA)	\$15 + tax	\$30 + tax
Additional lab service charge if not already reformatted	\$25 per half-hour for NSHS members and Nebraska residents, businesses, organizations and government agencies \$30 per half-hour for all others	
Additional charge for duplication as MP3, WMA or WAV file on optical media	\$5 + tax	\$10 + tax

LOANS

Fees include shipping to borrowers. Borrowers must return materials via express courier or USPS 1st Class mail, insured for \$100.

	IN STATE	OUT-OF-STATE
Microfilm reel (through Interlibrary Loan to a library only; maximum 2 reels for 30 days)	\$7 per reel	\$10 per reel
Photo collection microfiche (2 collections maximum for 30 days)	\$7 per collection	\$10 per collection
Moving image preview copy (for 30 days)	\$7 per tape/disk	\$10 per tape/disk
Sound recording preview copy (for 30 days)	\$7 per tape/disk	\$10 per tape/disk

MICROFILM

Standard delivery time: Within one month of receipt of payment.

	DIAZO	SILVER HALIDE
35mm reel	\$50 + tax	\$70 + tax
16mm reel	\$25 + tax	\$35 + tax
Microfiche	n/a	\$5 + tax

SHIPPING & HANDLING

Unless otherwise arranged by the customer, the NSHS will ship products via First Class USPS mail. For postage and handling fees for overseas delivery, oversize materials, or orders larger than described above, contact the Reference Staff at 402-471-4771 or lanshs@nebraskahistory.org for a price quote.

Photocopies	\$5 for 25 or less	\$7 for 26 – 50	\$10 for 51 – 150	More than 150: Ask for price quote
Digital prints	\$5 for 5 or less (8x10 or smaller)	\$7 for 6 – 10 (8x10 or smaller)	\$10 for 11 – 20 (8x10 or smaller)	More than 20 (8x10 or smaller) or any number larger than 8x10: Ask for price quote
Microfiche	\$5 for 5 or less	\$7 for 6 – 10	\$10 for 11 – 20	More than 20: Ask for price quote
Audio cassettes, optical disks, MiniDV's	\$5 for 3 or less	\$7 for 4 – 10	\$10 for 11 – 20	More than 20: Ask for price quote
VHS cassettes, DVCPro tape, BetaCamSP tape	\$5 for 1	\$7 for 2 – 4	\$10 for 5 – 10	More than 10: Ask for price quote
Microfilm reels (purchase)	\$5 for 3 or less	More than 3: Ask for price quote		