



Library /Archives  
Nebraska State Historical Society  
1500 R Street, Box 82554  
Lincoln, NE 68501  
[www.nebraskahistory.org](http://www.nebraskahistory.org)

## Fees for Duplication & Special Access

(Effective April 19, 2010)

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.

**Nebraska Residents.** This includes all individuals, businesses, organizations, and government agencies with a Nebraska address.

**Taxes.** Nebraska sales tax will be applied to all orders delivered in the state of Nebraska.

**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 either the Associate Director, Library/Archives or the Society's Director. Such waiver of fees can be made only upon approval of written application.

**COLLECTIONS SEARCH & ACCESS SERVICES**

|   | <b>NSHS MEMBERS &amp; NEBRASKA RESIDENTS</b> | <b>OUT-OF-STATE</b> |
|---|--|---------------------|
| 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 ½ hour                              | \$30 per ½ hour     |
| Photocopies only: (if exact citation [title, date, page, column] is provided; two copies maximum)                     | \$5  | \$10                |
| Retrieval of government records to originating agency (representatives of government agencies only)                   | \$5 per file; \$10 per box                   | N/A                 |

**PHOTOCOPIES**

|   | <b>8.5" x 11" OR 8.5" x 14"</b> | <b>11" x 17"</b> |
|---|---------------------------------|------------------|
| From library materials, self-serve  | \$.15                           | \$.50            |
| From archival holdings, staff copied (photographs, documents, oversized or fragile items) | \$.50                           | \$1.00           |
| From microfilm, self-serve  | \$.50                           | \$1.00           |
| From microfilm, staff copied  | \$1                             | \$1.50           |

**DIGITAL FILES**

Jpeg format delivered as e-mail attachment. Tiff formats delivery on optical media for \$5 extra plus shipping.

|   |                     |
|---|---------------------|
| Preview (75 dpi, 150 pixel on long dimension, jpeg format)          | \$5                 |
| Low Resolution (200 dpi, 1600 pixel on long dimension, jpeg format) | \$10                |
| Medium Resolution (300 dpi, 100% of original, jpeg or tiff format)  | \$15                |
| High Resolution (800 dpi, 100% of original, tiff format)            | \$30                |
| Other sizes   | Ask for price quote |

**DIGITAL PRINTS**

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

|                               |                     |
|-------------------------------|---------------------|
| 5x7                           | \$15                |
| 8x10                          | \$20                |
| 11x14                         | \$30                |
| 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.

|  | <b>UP TO 400'/12 MINUTES</b>                            | <b>MORE THAN 400'/12 MINUTES</b> |
|--|---|----------------------------------|
| Copy on VHS cassette or DVD-R (MPEG2)  | \$25  | \$40                             |
| Additional lab service charge if not already reformatted   | \$25 per ½ hour for NSHS members and Nebraska Residents |                                  |
|  | \$30 per ½ hour for Out-of-State                        |                                  |
| Additional charge for duplication onto DVCPRO tape, MiniDV tape, BetaCamSP tape, or as AVI/WMV file on optical media | \$10  | \$15                             |

**SOUND RECORDINGS**

|  | UP TO 30 MINUTES  | MORE THAN 30 MINUTES |
|--|---|----------------------|
| Copy on audio cassette or CD-R (CDA)                                       | \$15  | \$30                 |
| Additional lab service charge if not already reformatted                   | \$25 per ½ hour for NSHS members and Nebraska Residents<br>\$30 per ½ hour for Out-of-State |                      |
| Additional charge for duplication as MP3, WMA or WAV file on optical media | \$5   | \$10                 |

**LOANS**

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

|   | TO NEBRASKA LIBRARIES | OUT-OF-STATE LIBRARIES |
|---|-----------------------|------------------------|
| 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.

|                                  | 35mm reel | 16mm reel | Microfiche |
|----------------------------------|-----------|-----------|------------|
| Silver halide (Archival Quality) | \$70      | \$50      | \$5        |
| Microfilm converted to digital   | \$125     | N/A       | N/A        |

**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, oversized materials, or orders larger than described above, contact the Reference Staff at 402-471-4771 or [nshs.libarch@nebraska.gov](mailto:nshs.libarch@nebraska.gov) for a price quote.

|  |                    |                                  |                   |   |
|--|--------------------|----------------------------------|-------------------|---|
| Photocopies                                | \$5 for 25 or less | \$7 for 26 – 50                  | \$10 for 51 – 150 | More than 150:<br>Ask for price quote                                   |
| Digital prints (8x10 or smaller)           | \$5 for 5 or less  | \$7 for 6 – 10                   | \$10 for 11 – 20  | More than 20<br>or any size larger<br>than 8x10: Ask for<br>price quote |
| Audio cassettes, optical disks, MiniDVs    | \$5 for 3 or less  | \$7 for 4 – 10                   | \$10 for 11 – 20  | More than 20:<br>Ask for price quote                                    |
| VHS cassettes, DVCPRO tape, BetaCamSP tape | \$5 for 1          | \$7 for 2 – 4                    | \$10 for 5 – 10   | More than 10:<br>Ask for price quote                                    |
| Microfilm reels (purchase)                 | \$5 for 3 or less  | More than 3: Ask for price quote |                   |   |