

Cost and Fee Schedule for Research, Products, Services and Use
Mississippi Department of Archives and History
Archives and Records Services Division

Effective July 1, 2010

Charges and Fees for:
Research, Products, and Services

Research Requests:

On-site Requests

No fees are assessed for on-site research assistance in the Public, Media, and Archival Reading Rooms. **\$0.00**

Telephone / Email Requests

No fees are assessed for “ready reference” questions that staff may answer by consulting the basic texts located at the reference desk. Patrons seeking detailed information are instructed to submit written requests. **\$0.00**

Written Requests

Mississippi residents **\$0.00**
One hour of staff research time is devoted to each written request.

Non-Mississippi residents **\$27.00**
One hour of staff research time is devoted to each written request.
Make check or money order out to:
MDAH, Archives and Records Services
Division.

Products:

Non-archival materials, books, and files used in the Public Reading Room may be photocopied without staff assistance using the MDAH photocopiers. Microfilm and microfiche images and electronic images accessed in the Media Reading Room may be printed without staff assistance using the MDAH equipment.

Self-service copying and printing

Photocopy, per page **\$0.20**
Microform print, per page **\$0.20**
Computer print-out, per page **\$0.20**

These are plain paper copies or prints produced by the patron in the Public and Media Reading Rooms.

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Products:

Archival materials and **special formats** must be reproduced by the staff.
 In some cases consultation with the collection archivist may be required.
 In some cases special handling is required. In some cases expedited service may be available.

Provided by staff

Photocopy, plain paper, per page **\$0.25**
 Special Handling: add per page **\$0.20**
 Expedited Service: add per page **\$0.20**
Microform print, per page **\$0.25**
 Special Handling: add per page **\$0.20**
 Expedited Service: add per page **\$0.20**

***Digital Images**, per image
300 or 600 ppi TIFF
of an existing digital file **\$4.00**
 Special Handling: add per image **N/A**
 Expedited Service: add per image **\$3.00**
600 ppi TIFF
of a 12"x17" or
smaller original **\$7.00**
 Special Handling: add per image **\$6.00**
 Expedited Service: add per image **\$6.00**
300 ppi TIFF
of an original larger than 12"x17"
but no larger than 35"x50" **\$24.00**
 Special Handling: add per image **\$22.00**
 Expedited Service: add per image **\$22.00**

Audio copies
Per hour production time, flat rate **\$27.00**
Materials charge, per item **Market price**
 Special Handling: **per quotation**
 Expedited Service: **per quotation**

Video copies, reference quality w/ timecode
Per hour production time, flat rate **\$27.00**
Materials charge, per item **Market price**
 Special Handling: **per quotation**
 Expedited Service: **per quotation**

Video copies, production quality
Per hour production time, flat rate **\$27.00**
Materials charge, per item **Market price**
 Special Handling: **per quotation**
 Expedited Service: **per quotation**

* Cost and resolution are determined by the size of the original item and the equipment used to scan the item.
 Ordering a scan of an original item larger than 35"x50" (in either or both dimensions) requires coordination with the collection archivist.

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**Categories and Fees for:
Use**

**Publication use includes the use, display, or distribution of an image in, or via,
any media or format including broadcast, printing, exhibition,
and electronic transmission.**

Legal residents of Mississippi; not-for-profit organizations chartered in Mississippi; state, county, and municipal agencies in Mississippi; and federal agencies will not be charged use fees; unless the intended use is a product that will be distributed for a price.

For-profit entities, and non-Mississippi individuals and organizations will be charged use fees as specified in the *Cost and Fee Schedule for Research, Products, Services, and Use*.

Profit/Not-for-profit status is determined by the status of the entity requesting the use, not by the status of the entity funding the project. Proof of Internal Revenue Service filing category is required to qualify for the not-for-profit fee rate.

Scans:

Per image, copied from Photographs, Documents, and Published Materials for the following use:

	<i>For-profit</i>	<i>Not-for-profit</i>
Cover, book or magazine	\$100.00	\$50.00
Calendar, poster	\$75.00	\$50.00
Electronic book	\$75.00	\$25.00
Exhibition, display (permanent)	\$200.00	\$50.00
Exhibition, display (temporary)	\$50.00	\$25.00
Text illustration (book, magazine, serial)	\$60.00	\$40.00
Video, film, and other electronic media	\$75.00	\$40.00
World Wide Web, display	\$200.00	\$100.00
Student discount	40% off the regular rate	
Royalties	determined by Division director	

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 Archives and Records Services Division

Audio:

Per second, copied from Sound Recordings for the following use:

	<i>For-profit</i>	<i>Not-for-profit</i>
All rights		
Worldwide	\$10.00	\$5.00
National	\$8.00	\$4.00
Local	\$6.00	\$3.00
All Radio broadcast and cable/satellite transmission		
Worldwide	\$8.00	\$4.00
National	\$6.00	\$3.00
Local	\$4.00	\$2.00
All Television broadcast and cable/satellite transmission		
Worldwide	\$8.00	\$4.00
National	\$6.00	\$3.00
Local	\$4.00	\$2.00
Distribution in addition to Radio/Television broadcast, cable/satellite transmission		
Worldwide	\$6.00	\$3.00
National	\$4.00	\$2.00
Public Display		
Worldwide	\$6.00	\$2.00
Worldwide plus distribution	\$8.00	\$4.00
National	\$2.00	\$2.00
National plus distribution	\$4.00	\$2.00
Local	\$2.00	\$2.00
Student discount	40% off the regular rate	
Theatrical (non-broadcast)		
Film, non-broadcast (distribution)	\$15.00	\$5.00
Film, non-broadcast (non-distribution)	\$7.50	\$3.00
Other Media: multimedia product only		
Commercial/worldwide	\$6.00	\$3.00
Commercial/national	\$4.00	\$2.00
World Wide Web	\$25.00	\$12.00

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Audio and Video:

Per second or per frame grab, from Motion Picture Film and Video for the following use:

	<i>For-profit</i>	<i>Not-for-profit</i>
All Rights		
Worldwide	\$75.00	\$40.00
National	\$70.00	\$35.00
Local	\$40.00	\$20.00
All Radio		
Worldwide	\$20.00	\$10.00
National	\$15.00	\$7.00
Local	\$10.00	\$5.00
All TV		
Worldwide	\$40.00	\$25.00
National	\$30.00	\$15.00
Local	\$20.00	\$10.00
Television Broadcast		
Worldwide	\$30.00	\$15.00
National	\$25.00	\$12.00
Local	\$20.00	\$10.00
Cable/satellite television transmission		
Worldwide	\$30.00	\$15.00
National	\$25.00	\$12.00
Local	\$15.00	\$7.00
Distribution in addition to Radio/Television broadcast, cable/satellite transmission		
Worldwide	\$20.00	\$10.00
National	\$10.00	\$5.00
Public Display		
Worldwide	\$25.00	\$10.00
Worldwide plus distribution	\$30.00	\$15.00
National	\$15.00	\$7.00
National plus distribution	\$20.00	\$10.00
Local	\$10.00	\$3.00
Student discount	40% off the regular rate	
Theatrical (non-broadcast)		
Non-broadcast (distribution)	\$50.00	\$25.00
Non-broadcast (non-distribution)	\$35.00	\$15.00
Other Media (multimedia products)		
Commercial/worldwide	\$30.00	\$15.00
Commercial/national	\$25.00	\$10.00
World Wide Web	\$100.00	\$50.00

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Definitions:

All Rights

All TV (television broadcast, cable/satellite television), public display, theatrical, home video distribution, and multi-media products; excludes Internet or Web

All TV

Television broadcast and cable/satellite television; excludes distribution

Cable/satellite television transmission

Viewing only on cable/satellite channels

Distribution in addition to other media

Consumer products offered for sale after programs are broadcast or transmitted.

Consumer products not associated with a broadcast or transmission are charged under Other Media (multi-media products).

Not-for-profit

Any entity that has an Internal Revenue Service 501(c)3 filing status

Other media (multimedia products)

Consumer products not associated with a broadcast or transmission

Public display

Public educational and informational uses at community and civic activities

Television broadcast

Broadcast on standard television; excludes distribution

Theatrical (non-broadcast)

For use in theatrical productions such as stage plays

How Charges and Fees are Determined

Product Charges:

Product charges are derived from the costs, including, but not limited to, salaries and commodities, incurred by MDAH in the creation of a variety of products from a broad range of diverse, and original and/or published materials in various formats and condition.

Service Fees:

Service fees are derived from the staff time and salaries required to perform the service. If delivery to an outside vendor is required, the cost of transporting the original material will include, but is not limited to, public transportation, car rental, food, lodging, insurance, and salary expenses.

Use Fees:

Use fees represent MDAH's proprietary interest in the materials and are based on fees established by institutions with comparable collections of similar historical items. MDAH reserves the right to charge royalties for use.