

Special Collections Services Fees

www.library.ucla.edu/use/access-privileges/print-copy-scan/special-collections-reproductions#lscfees

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% 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:

PDF copies (letter or legal) \$1 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:

PDF copies (letter or legal) \$1.35 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 <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 <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 order
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

Photo-duplication 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. Please note that digital photography by users in the reading room is not permitted.

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

Exhibition Lending**UC Users**

Flat fee	\$265
Per loaned item fee	\$103 per item
Shipping/messenger service (outsourced)	At cost
Materials to protect/ship loaned items	At cost
Appraisal fee	At cost
Insurance	Provided by borrowing institution

Non-UC Users

Flat fee	\$358
Per loaned item fee	\$139 per item
Shipping /messenger service (outsourced)	At cost
Materials to protect/ship loaned items	At cost
Appraisal fee	At cost
Insurance	Provided by borrowing institution

Archival Processing**UC Users**

Production fee	\$17 per hour
Supervision	\$59 per hour
Materials	At cost, plus California sales tax

Non-UC Users

Production fee	\$42 per hour
Supervision	\$43 per hour
Materials	At cost, plus California sales tax

Reference and Research Services

Fees for reference and research services are waived for the first half-hour for both UC and non-UC users. For research requiring more than thirty minutes, the following fees apply.

Reference and Research Services

UC users	Waived for the first half-hour; \$43 per hour thereafter
Non-UC users	Waived for the first half-hour; \$59 per hour thereafter

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.