



ALBERT GORE RESEARCH CENTER

MIDDLE TENNESSEE STATE UNIVERSITY

### **FEE SCHEDULE FOR DUPLICATION AND OTHER SERVICES**

Middle Tennessee State University funds the basic needs of the Albert Gore Research Center, which depends on donations, grants, and revenue from services to carry forward projects that increase access to and preserve the valuable collections of the center. The center must charge certain fees to cover the costs of services rendered. Revenues directly benefit the center; they are not absorbed into a university or state general fund. With this in mind, we trust that patrons understand both the need for the center to charge fees and the benefits those fees provide to the center and its patrons.

The Albert Gore Research Center allows reproduction of its archival collections upon application. (The director or archivist may determine that some materials are too fragile or otherwise unsuitable for duplication.) **Before agreeing to any of the following services, please obtain a cost estimate from the archivist or the director. All patrons are responsible for the costs of services rendered at their request.**

#### **The following duplication fees apply:**

Analog reproduction of existing audio cassettes, such as oral history interviews: \$10.00 per cassette tape or audio CD.

Copies of DVDs, such as films that already exist in a digital format: \$10.00 per DVD.

Digital reproduction (scanning) of photographs or manuscripts: \$10.00 per photograph or manuscript page.

[Currently enrolled MTSU students will be charged at half the above fees for course-related duplication requests, up to 10 items total. For example, two audio CDs and six photograph scans would be charged at \$40 instead of \$80. After the first 10 items, the full fee will be charged. We are not able to discount the materials costs listed below.]

Photocopies: First ten free with the patron present. Additional copies \$.15 per page. [MTSU students may use their ID card to charge copies to their semester allotment.]

Photocopies: \$.50 per page when photocopied by a staff member for a patron at a distance. Photocopies can be converted to pdf format and usually emailed to the patron without postage charges.

**We must recover material costs associated with reproduction:**

Audio Cassette: \$1.00 each

Compact Disc (CD): \$1.00 each.

Digital Video Disc (DVD): \$1.00 each.

**Special requests for duplication:** A large part of the audiovisual material in the collections of the Albert Gore Research Center has not yet been digitized. Patrons who wish to have a particular item—usually a film or Betamax tape—copied may arrange with the center to pay for the conversion of older media to a digital format. Some of these orders can be fulfilled on campus, while others must be sent off site to a professional service. The patron will pay market rates for this service, and the center will receive a digital copy of the material as part of the service. This migration fee is in addition to all other applicable fees.

**Research fees:** Occasionally we are contacted by a researcher who, due to various constraints, is unable to visit us. Depending on staff availability we are able to conduct research at the rate of \$40.00 per hour after initial consultation. Research services are for holdings in the center only. We do not offer general genealogical research.

**Permission and fees to publish materials or commercial use of center holdings:**

Please note that we charge a separate fee for commercial use of our archival holdings.

Permission to publish a photograph or other still image in a scholarly or trade publication, or to use material in a film: \$50.00 per item, object, or recording. **One-time use only.** The center may waive all or part of these fees if the author, publisher, or producer agrees to provide a free copy of the publication or film to the center.

Usage fees for film footage are quoted on request, with variables such as length of the clip and the nonprofit status of the filmmaker taken into account.

**Shipping charges:**

We are able to ship domestic orders first-class mail for \$5.00 or the actual costs of postage and materials, whichever is higher.

Express service or international postal charges can be calculated upon request.

**Payments:**

All payments for services must be in U.S. dollars, either cash or check. Upon request the MTSU accounting services office can send a credit card link to use for charges in excess of \$20.

[7/2014]