

REPRODUCTION AND PROCESSING FEES

Prior to any processing or reproduction, we require those who request materials from our collection to complete and sign our Reproduction Permission Application which permits one-time use.

For WSU students, faculty and staff, there is no charge for up to 3 high resolution digital images per project. For 4 or more high resolution digital images, individuals and university accounts will be charged per the fee schedule below. For exhibits to be mounted at any of the WSU locations, there is no charge for up to 10 high resolution images. Audio and video materials are excluded. We reserve the right to limit quantities. We reserve the right to limit resolution and to select appropriate format.

When shipping items, the recipient is responsible for paying the cost of shipping.

Reproduction and processing fees are subject to change at any time. A waiver of fees may be made only upon approval of a written application.

Selected materials may be copied only if the items can withstand the stress of reproduction. We reserve the right to set requirements on an individual basis at the discretion of the curator.

REPRODUCTION AND PROCESSING FEE SCHEDULE

Researchers who wish to avoid fees are encouraged to make an appointment to view materials in person. We do not charge researchers who make their own digital copies for personal research. For staff-created reproductions, the following fee schedule applies:

LABOR FEE

For all staff-created reproductions, the first 30 minutes of labor is free, then a labor fee is charged at the rate of \$10 per 30 minutes.

LOW RESOLUTION DIGITAL IMAGES

For low resolution reference copies, only labor fees are charged.

HIGH RESOLUTION DIGITAL IMAGES

For high resolution reproductions suitable for publication or enlargement, a charge of \$5 per image is assessed in addition to labor fees. Use fees may apply as well, refer to the following page.

PHOTOCOPIES

Up to 25 reference-quality photocopies can be provided at no charge, additional photocopies may be made at the cost of \$5 per 25 pages. Labor fees apply as well.

OTHER MEDIA: AUDIO AND VIDEO

Charges vary according to format, vendor charges, amount and type of reproduction work involved. Quote will be furnished upon request.

SPECIAL SERVICE CHARGES

Charges may be assessed for handling and preservation of fragile items.

USE FEES

Wichita State University Libraries, Special Collections and University Archives charges use fees to support the preservation and maintenance of our collections. Use fees are assessed by the archive as owner of the physical collections and are independent of copyright. They apply whether the copyright is held by WSU or a third party or is in the public domain.

To ensure responsible stewardship and compliance with copyright law, Wichita State University Libraries, Special Collections and University Archives requires completion of our Reproduction Permission Application. Copyright ownership has not been established for many of the photographs, visual, audio, and video materials in the collections. Proper usage of our materials helps to ensure their preservation and we thank you for helping us accomplish this.

Use fees will be determined from the information on the Reproduction Permission Application, and fees must be pre-paid.

Use fees are assessed for one-time use only; therefore, a separate application must be submitted for each proposed use.

Use fees are assessed in addition to other processing and service charges. Use fees are divided into two categories: nonprofit and commercial, and the distinction depends on whether the immediate use is for nonprofit or commercial purposes.

Researchers or journals requesting copies in order to preview material for intended or possible publication are required to pay use fees in advance.

For WSU students, faculty and staff who are using materials for academic purposes or on official university business, use fees are waived. When use fees are waived for images, we reserve the right to limit image resolution.

Use fees will not be refunded. We reserve the right to limit quantities or to set requirements on an individual basis at the discretion of the curator. Use fees are subject to change at any time. A waiver of fees may be made only upon approval of a written application.

USE FEE SCHEDULE

Fees may vary depending on the format, quantity and type of use involved. We reserve the right to adjust use fees, per project, at our discretion.

Nonprofit Use – Nonprofit use fees are generally 50% of commercial use fees.

Commercial Use:

Periodicals/serials, books, posters, brochures:

5,000 and under circulation: \$25 per project

5,001-9,999 circulation: \$50 per project

10,000-49,999 circulation: \$75 per project

50,000-over circulation: \$100 per project

Motion picture, videotape, or television: \$100 per project

Advertising in any media: \$100 per project

Merchandise or decorative display in a commercial location: \$50 per project