



BILLING RATES - FY 19/20

DEPARTMENT NAME :
Clemson University Libraries

VICE-PRESIDENT AREA :
Libraries

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 19/20 RATE	CUSTOMERS BEING SERVED
OVERDUE FINES:			
Regular circulation	per day	\$0.25	Internal & External
Periodicals, etc.	per day	\$1.00	Internal & External
Reserves (hourly and daily)	per hour/day	\$1.00	Internal & External
Recalled materials	per day	\$1.00	Internal & External
ILL Materials	per day	\$1.00	Internal & External
Equipment	per day	\$20.00	Internal & External
Equipment Accessories	per day	\$5.00	Internal & External
Slides	per set/day	\$1.00	Internal & External
Education Media Center Testing Materials	per day	\$20.00	External
LOST/DAMAGED LIBRARY MATERIALS/EQUIPMENT:			
Replacement cost of an item:	per each	At cost	Internal & External
Repair fee	per each	At cost	Internal & External
Processing fee	per each	\$25.00	Internal & External
Binding fee (if needed)	per each	\$8.00	Internal & External



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ON-LINE DATABASE SEARCHING:			Internal & External
Research literature searches	per each	At cost	Internal
Research literature searches + \$25 fee	per each	At cost + fee	External
SPECIAL COLLECTIONS:			
Postage & handling for mailing orders	per each	\$15.00	Internal & External
Copies of text based documents by staff first 50 pages	no charge	No charge	Internal & External
Copies of text based documents by staff 51+ pages	per each	\$0.25	Internal & External
Large order surcharge for 51+ photocopies (in addition to cost per copy)	flat fee	\$10.00	Internal & External
Scanned photo/image by staff, up to 10	no charge	No charge	Internal & External
Scanned photo/image by staff, 11+ scans	per each	\$2.00	Internal & External
Large order surcharge for 11+ scanned photos/images (in addition to cost per scan)	flat fee	\$10.00	Internal & External
Large format scanning (larger than 11 x 17) For maps, blueprints, floor plans, etc.	per each	\$5.00	Internal & External
Reformatting of audiovisual materials	per each	At cost	Internal & External



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DIGITIZATION			
Scanning rates include • Optical Character Recognition (OCR)			
• Image post-processing & color adjustment			
• Best available preservation file (TIFF, RAW, etc.) and compressed file (JPEG, PDF, etc.)			
• Temporary cloud-based storage (2 weeks)			
• Transfer to physical storage media			
Flatbed Scanning 11"x17" max size 600ppi resolution RGB color or grayscale For photographs, documents, letters	per item	\$0.25	Internal/External
Slide and Negative Scanning 10" x 10" max size 3200ppi resolution RGB color or grayscale	per slide or negative	\$0.75	Internal
Sheet-fed Document Scanning 8.5"x14" max size 300ppi resolution RGB or Grayscale	per page	\$0.15	External
Overhead Cradle Scanning 16"x23" max size 300ppi resolution RGB color or grayscale For books, manuscripts, bound material RAW Capture	per page	\$0.20	Internal
Overhead Cradle Scanning 16"x23" max size 300ppi resolution RGB color or grayscale For books, manuscripts, bound material JPG/PDF only	per page	\$0.15	External



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Large Format Scanning 60"x40" max size 600ppi resolution RGB color For maps, blueprints, floor plans	per item	\$2.50	Internal
Service charge on all digitization orders, regardless of volume.	per order	\$20.00	Internal
Resolution Upgrades: Requests for a higher resolution above those provided in the standard rate will incur this additional cost per item.	per item	\$0.50	Internal & External
Transcription services: cost per 1000 characters typed			External
Typed material	per 1000 characters	\$1.00	Internal
Handwritten material	per 1000 characters	\$2.00	External
Metadata services: levels of metadata service are based on the time required to create descriptive metadata by Clemson Libraries.			
Level 1	per record	\$0.10	Internal & External
Level 2	per record	\$0.50	Internal & External
Level 3	per record	\$1.25	Internal & External
Level 4	per record	\$3.50	Internal & External
Data storage and hosting per gigabyte: one time cost per order, includes fixity checks on existing data that is imported.	per gigabyte	\$3.00	Internal & External
RECORDS MANAGEMENT:			
Records storage, per cubic foot storage box	per year	\$4.80	Internal & External



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Records Intake Fee	per box	\$5.00	Internal & External
INTERLIBRARY LOAN:			Internal & External
Lending fee (loans & articles) requested through IFM-domestic	per each request	\$15.00	External
Lending fee (loans & articles) to be invoiced- domestic	per each request	\$20.00	External
Lending fee (loans) requested through IFM or to be invoiced-international	per each request	\$20.00	External
Lending fee (articles) requested through IFM - international	per each request	\$15.00	External
Lending fee (articles) to be invoiced - international	per each request	\$20.00	External
Rush fee - in addition to applicable lending fee - domestic & international	per each request	\$5.00	External
MISCELLANEOUS:			
Report Binding (2 clear report covers and 1 binding comb)	per each	\$1.00	Internal
Table Rental	per each	\$8.20	Students
Table Rental	per each	\$12.20	Univ Depts & Other Groups
Chair Rental	per each	\$0.90	Students
Chair Rental	per each	\$1.40	Univ Depts & Other Groups
STORAGE SPACE AT LIBRARY DEPOT			



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Accession fee	per barcoded item	\$1.00	External
Circulation/Retrieval Request fee	per barcoded item	\$3.00	External
Deaccession fee	per barcoded item	\$1.00	External
Storage fee for Book Material	per billable square foot per month	\$0.22	External
Storage fee for Boxed Material	per billable square foot per month	\$0.33	External
EVENT HOSTING SERVICES			
Event Staff and Labor	per event	Variable	Internal & External
Security	per event	Variable	Internal & External
Cleaning fee	per event	Variable	Internal & External
After Hours Fee	per hour	\$24.00	Internal & External
Signage	per each	Variable	Internal & External
Stanchions	per event/per pair	\$10.00	Internal & External