

# Fee Structure for Use of Materials

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## Photographic Media

### **Non-Profit Use**

Students, scholars, museums, artists, non-profit institutions, and other users requesting photographs for use in scholarly research, teaching, or personal use will be charged a use fee of \$5.00 per image in addition to the per item charges in the desired format.

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### **For-Profit Use**

Use in for-profit educational publications by for-profit educational institutions and individuals will be charged a \$150.00 publication fee for each image in addition to the per-item charges.

### **Production Fees**

Total production fees are affected by the nature of the original material ordered as well as the user's desired end product. Production fees reflect cost of material as well as research time and production to create an image from an existing negative. Additional charges apply to requests requiring photographic services. The MSUM reserves the right to refuse to copy material if it is judged that it may cause harm to the original.

Scan for research	\$10.00	Scan for publication	\$25.00
Black and White 5X7	\$10.00	Black and White 8X10	\$20.00
Color 5X7	\$10.00	Color 8X10	\$20.00



## **Audio and Video Media**

### **Audio for Non-Profit Use**

Students, scholars, museums, non-profit institutions and other users requesting copies of audio taped interviews or music for use in scholarly research, exhibitions or teaching will be charged \$25.00 for a duplicate audio tape or cd.

### **Video for Non-Profit Use**

Students, scholars, museums, non-profit institutions and other users requesting copies of video taped interviews or music for use in scholarly research, exhibitions or teaching will be charged \$50.00 for a duplicate video tape.

Video tapes may be rented from the Research Collection for a fee of \$10.00. Tapes rented must be returned within seven days of issuance from the Research Collection or upon request of the Collections Manager.

***The Research Collection does not make copies of audio or video tapes for for-profit use.***

## **Photocopies**

Unrestricted materials from the Cultural Collections Resource Center may be copied at the cost of \$0.25/copy . See the Collections Coordinator for assistance.

## **Other Conditions**

All published or exhibited images must carry the credit line "Courtesy of Michigan State University Museum." When provided, photographer and artist names must be included in the credit line. The Michigan State University Museum also requests a complimentary copy of the publication, or a description of the program in which the image appears. The fees described above may be reduced, waived, or increased to cover additional expenses at the discretion of the Curator or Collections Coordinator. Cultural Collections material may not be loaned, sold, or donated to other institutions without the express written permission of the Collections Coordinator or Curator.

## **Delivery and Payment**

Most requests generally take four to six weeks to process. Rush service may be available (additional charges do apply). Orders are to be paid for in advance, unless special agreements have been made prior to placing the order. Orders are shipped First Class mail unless requested otherwise. Fed Ex or equivalent services are to be paid for by the user.

Advance payment is required for all orders unless special arrangements have been made prior to placing the order.

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