



Archives and Special Collections Fee Schedule

PLEASE NOTE: During Covid19 and campus closure, our services and staff availability are limited. We will do our best to help you; however, most of the services noted in our Fee Schedule will not be available. Please contact us with any questions at [Ask Archives and Special Collections](#)

COPYRIGHT RESTRICTIONS

Reproductions are supplied for reference purposes only. Materials in the collections may be protected by the United States copyright law (Title 17, U.S. Code). Those who request photographic copies of material or copies of sounds recordings assume all responsibility for questions of copyright infringement arising from the copying and use of copies purchased from this department.

- All requests require completion of a [duplication request](#) form, which can be found under [Policies and Forms](#).
- All orders must be paid in advance. We accept check or credit card.
- All requests will be carried out by, and at the discretion of, staff or outsourced by staff to a trusted vendor. Charges for these services as well as limits on the number of scans or photocopies that may be requested are listed in the current Fee Schedule. If the possibility of damage to the materials exists, staff will not fulfill the request (See [Rules for Researchers](#)).
- Staff will determine timeframe for completion of duplication requests, based on staff availability and request load.
- Researchers are encouraged to use non-flash personal devices to photograph collection materials in the reading room. No fees apply.
- Researchers are limited to 70 photocopies per request.
- Researchers are limited to 30 scans per fiscal year.
- Exceptions to these policies are decided by the A&SC staff on a case by case basis.
- Mail delivery fees may apply based on current USPS rate.

Duplication Fees

We provide digital image files from the LMU Digital Collections free of charge.

Photocopy (done by staff):

Limited to 70 photocopies per request

- \$0.25 per copy (9% sales tax included for California residents)

Scanning:

Limited to 30 scans per fiscal year

- LMU Researcher
 - First 5 scans free of charge
 - (6-10 scans) \$1.00 per scan
 - (11 scans or more) \$5.00 per scan
- Non-LMU Researcher
 - First 5 scans free of charge
 - (6-10 scans) \$5.00 per scan
 - (11 scans or more) \$10.00 per scan

In-House Digital Photography (research quality):

Limited to 30 photographs per fiscal year

- Non-flash research quality photographs are provided by department staff for materials that are bound or otherwise cannot be scanned
 - \$0.50 per image

Archival Video Recordings (In-house duplication of DVD's):

- Duplication Services \$5.00
- Delivery via DVD-R \$5.00 (9% CA. sales tax included for California residents)
- Delivery electronically via Box No Charge

Most media formats need specialized third party vendor services. If the department does not own a researcher access copy, the cost of reproduction, to be paid in full by patron will include:

- Any necessary preservation efforts upon the original
 - A master file to be retained by A&SC
 - A research viewing copy to be retained by A&SC, and the patron copy
- Pricing and project time frame will be quoted upon individual request.

Publication fees

Editorial use

Not-for-profit, university presses, etc.: \$10.00/image

(Written proof of not-for-profit status may be required to qualify for reduced fee.)

Commercial publishers, broadcasters: \$75.00/image

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