

## Fee Schedule for Western Libraries Archives & Special Collections

(Effective July 5, 2016)

Detailed information about Archives & Special Collections policies re: access, use and duplication of collection materials is available online at: <https://library.wvu.edu/access-and-use-collections>.

- All requests for copies/services are subject to the approval of authorized Archives & Special Collections staff. Staff will determine what material may or may not be copied as well as the copying process that is most suitable.
- Requests must be in compliance with Title 17 of the U.S. Copyright Code. Where authorized, copies of collection materials are provided for scholarly/research purposes or personal use only. Requests for other uses (including publication or display) must be in writing and approved by the Director of Archives & Special Collections or authorized staff.
- Contact Archives & Special Collections staff to make a request for copies/services and/or for more information about payment options.
- Once made, purchases are final and there are no refunds.

Fee Category	Type of Service/Deliverable	Amount	Unit	Notes
<b>Reproduction Services</b>	Photocopies/PDFs	\$0.15	Per page	Less than ten pages free; Requests limited to 200 pages of materials or 1 hour of staff time. Larger requests, if authorized, will incur an additional hourly labor fee, in addition to reproduction services fees.
	Digital Scans (up to 8"x10")	\$2.50	each	Limited to 10 per request – additional scans will incur an additional hourly labor fee (in addition to reproduction services fees)
	Digital Scans – Oversize (exceeding 8"x10")	\$5.00	each	Limited to 10 per request – additional scans will incur an additional hourly labor fee (in addition to reproduction services fees)
	Audio-Visual Reproduction	\$10.00	Per item	Limited to 1 hour of staff time. Larger requests, if authorized, will incur an additional hourly labor fee, in addition to reproduction services fees.
<b>Commercial Use and Publication Fee</b>	Commercial Use/Commercial Publication Fee	\$60.00	Per item	

<b>Labor &amp; Handling Services</b>	Labor & Handling Fee	\$18.00	Per hour	Covers labor costs associated with preparation of materials for reproduction and shipment
<b>Materials</b>	Variable fee for recovering the cost of materials supplied to requestor (such as disks, thumb drives, other digital media, etc.)	Variable		Based directly on cost of material shipped
<b>Shipping</b>	Shipping/Supplies	Variable		Covers actual costs of shipping and supplies
<b>Reproduction Services (external)</b>	Variable fee for recovering cost of services provided by external vendor.	Variable		Based directly on vendor cost
<b>Publications and Promotional materials: Special Collections</b>	Elizabeth Ryder Montgomery Posters	\$50.00*	Each	*Publications and Promotional Materials are subject to additional assessment of sales tax.
	Klipsun Yearbooks	\$15.00*	Each	
<b>Publications: Center for Pacific Northwest Studies Occasional Papers</b>	Donald Eklund, Washington's "Wild Scotsman"	\$3.95*	Each	*Publications are subject to additional assessment of sales tax
	John W. Mairs and Eugene A. Horeauf, The Puget Sound Region: A Portfolio of Computer Maps	\$3.95*	Each	
	James W. Scott and Manfred C. Vernon, "Man, Government and the Sea"	\$4.95*	Each	
	James A. Hitchman, "Waterborne Commerce of British Columbia and Washington"	\$4.95*	Each	
	Manfred C. Vernon and James W. Scott, "Fisheries in Puget Sound: Public Interest and Private Good"	\$4.95*	Each	
	Roland DeLorme, <i>Of Man, Time, and a River: The Skagit River, How Should It Be Used</i>	\$4.95*	Each	
	James W. Scott, Donald K. Alper, and Manfred C. Vernon, <i>Oil in Washington Waters: Boon or Bane?</i>	\$5.95*	Each	
	James H. Hitchman, <i>Henry Davidson Sheldon and the University of Oregon 1874-1978</i>	\$6.95*	Each	

	Donald Eklund, Washington's "Wild Scotsman"	\$3.95*	Each
	John W. Mairs and Eugene A. Horeauf, The Puget Sound Region: A Portfolio of Computer Maps	\$3.95*	Each
	James W. Scott, <i>The Pacific Northwest and Beyond: Essays in Honor of Howard J. Critchfield</i>	\$6.95*	each
	Kenneth E. Gordon, <i>Environmental Data Use in Computer-Assisted Spatial Data Handling Systems</i>	\$8.95*	Each
	Keith A. Murray <i>History of the Bellingham Rotary Club, 1917-1981</i>	\$4.95*	Each
	Bultmann, <i>The Great Depression and It's Fifty year Shadow</i>	4.95*	Each
	Grabert, <i>Ferndale in Prehistory: Archaeological Investigations in the Lower and Midle Nooksack Valley</i>	4.95*	Each
	Murray, <i>Centennial Churches of Washington's "Fourth Corner"</i>	8.95*	Each
	Schultz, <i>On the Wings of the Wild Wind</i>	9.95*	Each
	Dick & Ross, <i>Intertidal Bryozoa (Cheilostomata) of the Kodiak Vicinity, Alaska</i>	10.95*	Each
	Murray, <i>Reindeer and Gold</i>	10.95*	Each
<b>Publications: Center for Pacific Northwest Studies' Special Publications</b>	Scott, <i>Pacific NW Themes, Historical Essays in Honor of Keith A. Murray</i>	5.95*	Each
	Koert, <i>The Lyric Singer</i>	9.95*	Each
	Scott and Turbeville, <i>Early Industries of Bellingham Bay and Whatcom County</i>	13.95*	Each
	Hagar, <i>The Bellingham Golf and Country Club</i>	2.95*	Each
	Forward and Gerhold, <i>Environment and Man in British Columbia and Washington</i>	4.95*	Each
	Mitrani and Rutan, <i>Washington State/British Columbia Governmental Interactions 1979</i>	5.95*	Each

	CPNWS, <i>Map of the Historic Register Sites of Whatcom County</i>	1.95*	Each	
<b>Publications: Center for Pacific Northwest Studies / Fourth Corner Registry</b>	Jeffcott, <i>John A. Tennant: Early Pioneer and Preacher</i>	4.95*	Each	
	Hicks and Clarke, <i>The Bellingham Theater Guild and Shelley's "The Cenci"</i>	4.95*	Each	
	Koert, <i>Whatcom Scenes: A Miscellany of Prose and Verse</i>	9.95*	Each	
	Koert and Scott, <i>Whatcom Images: An Illustrated Collection of Prose and Verse</i>	12.95*	Each	
	Smith and Swanson, <i>Whatcom Past and Present: The Stories, Poems, and Pictures by and for Its People</i>	9.95*	each	

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