Cost and Fee Schedule for Research, Products, Services, and Use

Mississippi Department of Archives and History

Archives and Records Services Division

Payment

Payment in advance is required for all products, services rendered, and use fees.

Charges and fees are not refundable. MDAH currently cannot accept credit cards, debit cards, or electronic transfers.

Make check or money order to: MDAH, Archives and Records Services

Research Requests

Written Requests

Mississippi residents **$10.00**

One hour of staff research time is devoted to each written request.
This includes up to ten photocopies of material located during research at no additional charge.

Non-Mississippi residents **$35.00**

One hour of staff research time is devoted to each written request.
This includes up to ten photocopies of material located during research at no additional charge.

Telephone / Email Requests

"Ready reference" questions that staff may answer by consulting basic texts at the reference desk. Patrons seeking detailed information must submit a written request. **$0.00**

On-site Assistance

On-site research assistance in the Public, Media, and Archival Reading Rooms. **$0.00**

Products

Self-service copying and printing

Patrons may copy non-archival materials, books, and files used in the Public Reading Room without staff assistance using the MDAH photocopiers. Patrons may print microfilm and microfiche images and electronic images accessed in the Media Reading Room without staff assistance using the MDAH equipment.

Photocopy or printout, per page **$0.20**

Plain paper copies or printouts produced by the patron.

Duplication provided by staff

Archival materials and **special formats** must be reproduced by staff.

In some cases

- consultation with the collection archivist may be required at no additional cost
- MDAH staff may determine that special handling is required
- expedited service may be available

Photocopy, plain paper, per page		**$0.25**
Special Handling:	add **$0.25** per page	
Expedited Service:	add **$0.25** per page	
Certification:	add **$0.50** per page	
Microform printout, per page		**$0.50**
Special Handling:	Not Applicable	
Expedited Service:	add **$0.50** per page	
Certification:	add **$0.50** per page	
Microfilm Roll, per roll		**$45.00**
Duplicated from a roll originally microfilmed by MDAH staff		
Special Handling:	Not Applicable	
Expedited Service:	Not Available	

Digital Images*, per image

600 ppi TIFF, of a 12”x17” or smaller original **$5.00**

Special Handling: add **$5.00** per image

Expedited Service: add **$5.00** per image

300 ppi TIFF, of an original larger than 12”x17” but no larger than 35”x50” **$25.00**

Special Handling: add **$25.00** per image

Expedited Service: add **$25.00** per image

Audio copies

Per hour production time, flat rate **$40.00**

Special Handling: Already included in flat rate

Expedited Service: add **$40.00** per hour

Video copies, production quality or reference quality with timecode

Per hour production time, flat rate **$40.00**

Special Handling: Already included in flat rate

Expedited Service: add **$40.00** per hour

*Cost and resolution are determined by the size of the original item and the equipment used to scan the item. Ordering a scan of an original item larger than 35”x50” (in either or both dimensions) requires coordination with the collection archivist.

Services

Some services are optional and available upon request. Other services may be required due to the condition of the original material. These services must be requested/determined at the time the order is placed. All service charges are **in addition** to production charges.

All services provided by staff

Certification, per paper copy **$0.50**

Special Handling ***See Products section above for pricing.***

Applied when originals are fragile or oversize. Necessity is determined by A&RS Div. staff.

Expedited Service ***See Products section above for pricing.***

May be requested at the time of the order. Availability is determined by A&RS Div. staff.

Outside Vendor Delivery and Retrieval, per round trip **$40.00**

Applied when patron contracts with an outside vendor to produce copies of collection material.

Staff Oversight, per hour **$40.00**

Only by appointment, 1 hour minimum. Special on-site assistance for patrons reviewing or duplicating collection materials.

Delivery to Patron

By U.S. Postal Service, per order unless quoted otherwise **$3.00**

By express carrier, billed to the carrier and account number supplied by the patron ***Consult your express carrier.***

By electronic transfer, per order unless quoted otherwise **$8.00**

Electronic files are placed on a server and the retrieval link is sent via email

Conservation Fee ***Per quote***

Applied when originals are in need of conservation work prior to copying. Necessity and cost are determined by the collection archivist in consultation with the Division director.

Use Fee ***See the Use section below for fees.***

May be applied when an item is used for display or distributed in any media or format including broadcast, printing, exhibition, social media, and electronic transmission.

Use

Publication use includes the use, display, or distribution of an image in, or via, any media or format including broadcast, printing, exhibition, and electronic transmission.

Legal residents of Mississippi; not-for-profit organizations chartered in Mississippi; state, county, and municipal agencies in Mississippi; and federal agencies will not be charged use fees in accordance with the current schedule; unless the intended use is a product that will be distributed for a price.

For-profit entities, and non-Mississippi individuals and organizations will be charged use fees as specified in the *Cost and Fee Schedule for Research, Products, Services, and Use*.

Profit/Not-for-profit status is determined by the status of the entity requesting the use, not by the status of the entity funding the project. Proof of Internal Revenue Service filing category or a valid student identification card, in the case of scholastic use, is required to qualify for the not-for-profit fee rate.

Payment in advance is required for all products, services rendered, and use fees. Charges and fees are not refundable. Assessment of the use fee is based on the intended use at the time the use agreement is signed and cannot be prorated for lack of use thereafter. Any reduction of charges and fees will be determined by the Division director or his designee according to Division procedures.

Scans

Fee **per image,** copied **from Photographs, Documents, and Published Materials** for the following use:

	For-profit	*Not-for-profit*	*For-profit (Mississippi)*	*Not-for-profit (Mississippi)*
All rights				
Worldwide (including all print media)	$50.00	$40.00	$40.00	$20.00
Student use, academic only	Not Applicable	$10.00	Not Applicable	$5.00
Royalties	determined by Division director			

Audio

Fee **per second,** of audio copied **from Sound Recordings** for the following use:

	For-profit	*Not-for-profit*	*For-profit (Mississippi)*	*Not-for-profit (Mississippi)*
All rights				
Worldwide	$25.00	$12.00	$12.00	$6.00
National	$15.00	$8.00	$8.00	$4.00
All broadcast: television, radio, and cable/satellite transmission				
Worldwide	$10.00	$5.00	$5.00	$3.00
National	$6.00	$3.00	$3.00	$1.00
Digital media and home video				
Worldwide	$15.00	$8.00	$8.00	$4.00
National	$10.00	$5.00	$5.00	$3.00
Non-broadcast (film festivals, educational)				
Worldwide	$10.00	$5.00	$5.00	$3.00
National	$6.00	$3.00	$3.00	$1.00
Student use, academic only	Not Applicable	$3.00	Not Applicable	$1.00

Audio and Video

Fee **per second,** of audio or video **from Motion Picture Film and Video** for the following use:

	For-profit	*Not-for-profit*	*For-profit (Mississippi)*	*Not-for-profit (Mississippi)*
All rights				
Worldwide	$100.00	$50.00	$50.00	$25.00
National	$80.00	$40.00	$40.00	$20.00
All broadcast: television, radio, and cable/satellite transmission				
Worldwide	$50.00	$30.00	$30.00	$15.00
National	$30.00	$20.00	$20.00	$10.00
Digital media and home video				
Worldwide	$70.00	$35.00	$35.00	$20.00
National	$35.00	$20.00	$20.00	$10.00
Non-broadcast (film festivals, educational)				
Worldwide	$50.00	$25.00	$25.00	$10.00
National	$30.00	$15.00	$15.00	$8.00
Student use, academic only	Not Applicable	$8.00	Not Applicable	$4.00

Use Definitions

All Rights: All TV (television broadcast, cable/satellite television), public display, theatrical, home video distribution, social media, and multi-media products; includes Internet or Web
Broadcast: Television broadcast and cable/satellite; excludes distribution
Digital Media and Home Video: Online streaming, download to own, DVD, Blu-ray, and social media
Non-broadcast (film festivals, educational): Public viewings including educational and informational uses at community and civic activities, museum exhibits, and film festivals
Not-for-profit: Any entity that has an Internal Revenue Service 501(c)3 filing status
Student Use: Academic, not-for-profit use; including classroom and academic conferences

How Charges and Fees are Determined

Product Charges:

Product charges are derived from the costs, including, but not limited to, salaries and commodities, incurred by MDAH in the creation of a variety of products from a broad range of diverse, and original and/or published materials in various formats and condition.

Service Fees:

Service fees are derived from the staff time and salaries required to perform the service. If delivery to an outside vendor is required, the cost of transporting the original material will include, but is not limited to, public transportation, car rental, food, lodging, insurance, and salary expenses.

Use Fees:

Use fees represent MDAH's proprietary interest in the materials and are based on fees established by institutions with comparable collections of similar historical items. MDAH reserves the right to charge royalties for use.

Costs, fees, products, and services, are posted on the MDAH website and are subject to change without notice.