

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**

## 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** **\$40.00**  
Per hour production time, flat rate  
Special Handling: Already included in flat rate  
Expedited Service: add **\$40.00** per hour

**Video copies**, production quality or reference quality with timecode **\$40.00**  
Per hour production time, flat rate  
Special Handling: Already included in flat rate  
Expedited Service: add **\$40.00** per hour

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\*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

<b>Certification</b> , per paper copy	<b>\$0.50</b>
<b>Special Handling</b>	<i>See Products section above for pricing.</i>
Applied when originals are fragile or oversize. Necessity is determined by A&RS Div. staff.	
<b>Expedited Service</b>	<i>See Products section above for pricing.</i>
May be requested at the time of the order. Availability is determined by A&RS Div. staff.	
<b>Outside Vendor Delivery and Retrieval</b> , per round trip	<b>\$40.00</b>
Applied when patron contracts with an outside vendor to produce copies of collection material.	
<b>Staff Oversight</b> , per hour	<b>\$40.00</b>
Only by appointment, 1 hour minimum. Special on-site assistance for patrons reviewing or duplicating collection materials.	
<b>Delivery to Patron</b>	
<b>By U.S. Postal Service</b> , per order unless quoted otherwise	<b>\$3.00</b>
<b>By express carrier</b> , billed to the carrier and account number supplied by the patron	<i>Consult your express carrier.</i>
<b>By electronic transfer</b> , per order unless quoted otherwise	<b>\$8.00</b>
Electronic files are placed on a server and the retrieval link is sent via email	
<b>Conservation Fee</b>	<i>Per quote</i>
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.	
<b>Use Fee</b>	<i>See the Use section below for fees.</i>
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.

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**Scans**

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

	<i>For-profit</i>	<i>Not-for-profit</i>	<i>For-profit</i> <i>(Mississippi)</i>	<i>Not-for-profit</i> <i>(Mississippi)</i>
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:

	<i>For-profit</i>	<i>Not-for-profit</i>	<i>For-profit</i> <i>(Mississippi)</i>	<i>Not-for-profit</i> <i>(Mississippi)</i>
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:

	<i>For-profit</i>	<i>Not-for-profit</i>	<i>For-profit</i> <i>(Mississippi)</i>	<i>Not-for-profit</i> <i>(Mississippi)</i>
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

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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.