

**Lawrence History Center
Service Fee Structure**

Approved by the LHC Board of Directors, May 2013

The Lawrence History Center will provide photocopies, digital scans, prints, and permissions for photographs and other documents on a case by case basis. The following sections indicate the standard fees for these services, although the Center reserves the right to change these fees at any time. The Center accepts cash, credit cards, and personal checks as payment.

Research

The Lawrence History Center staff and volunteers can complete research for patrons who are unable to perform the research themselves at the rates listed below.

First Half Hour	Free
In-House Research	\$20 per hour
Offsite Research (First Two Hours)	Additional \$15 per hour
Offsite Research (After Two Hours)	TBD

Photocopies

Patrons who come to the Center may use the self-service photocopier to make copies. The Center will provide copies for patrons who cannot visit. Patrons will be charged at the following rates:

Black and White Letter-Sized Copies	\$0.25 per page
Black and White Legal-Sized Copies	\$0.50 per page
Letter-Sized Color Copies	\$1.00 per page
Legal-Sized Color Copies	\$1.50 per page
Mailing Fee	TBD

Photocopies are for personal use only. Making photocopies of materials **does not** necessarily constitute permission to publish or disseminate those materials.

Digital Files: Images/Text Documents

The Center will provide digital copies of images and text documents for patrons at the rates listed below. **Payment must be given in advance.**

Completed In-House, 300 DPI, Watermarked	\$12 per image
Completed By Outside Vendor, 300 DPI, Watermarked	\$50 per image
Completed In-House, 300 DPI or Greater, Not Watermarked	\$25 per image
Completed By Outside Vendor, 300 DPI or Greater, Not Watermarked	\$60 per image
Mailing Fee	TBD

Digital copies of images and text documents are for personal use only. Receiving digital files from the Center **does not** necessarily constitute permission to publish or disseminate those files.

Digital Files: Audio-Visual Materials

The Center will also provide digital copies of audio-visual materials at the rates listed below. **Payment must be given in advance.**

Oral Histories	\$25 per history
Materials to be Digitized	TBD

Digital copies of audio-visual materials are for personal use only. Receiving digital files from the Center **does not**

necessarily constitute permission to publish or disseminate those files.

Prints

The Center will provide prints of images and text documents at various sizes. The fees for these prints list below. **Payment must be given in advance.**

Pre-Printed Photographs, In Stock	\$10 per print
8" x 10" Prints	\$15 per print
11" x 14" Prints	\$25 per print
16" x 20" Prints	\$45 per print
20" x 24" Prints	\$75 per print
Mailing Fee	Varies depending upon the size and number of prints.

Prints are for personal use only. Receiving prints from the Center **does not** necessarily constitute permission to publish or disseminate those files.

Permissions and Licensing

Images, audio-visual materials, and other documents may be reproduced only with the explicit consent of the Center. Patrons seeking permission to publish the Center's materials must send a **written** request by filling out and signing the Licensing Agreement, which details the requirements for the use of the Center's materials. Rates for licensing fees can be seen in the tables below. **The fees below do not include research fees.** The Center reserves the right to change these fees at any time.

Books					
<i>Base Usage for Placement</i>	<i>Countries</i>	<i>Languages</i>	<i>Electronic (Web)</i>	<i>Additional Print Run</i>	<i>Subsequent Editions</i>
Interior Placement: \$85	1: Base Price	1: Base Price	None: Base Price	None: Base Price	None: Base Price
Cover Placement: \$150	2: Add 15%	2: Add 15%	1: Add 10%	50K – 100K: Add 15%	Yes: Add 20%
Nonprofit Interior Placement: \$15	3: Add 20%	3: Add 20%	2: Add 15%	101K – 150K: Add 20%	
Nonprofit Cover Placement: \$30	4: Add 25%	4: Add 25%	All: Add 25%	>150K: Add 25%	
	World: Add 100%	World: Add 100%			

Corporate Publications				
<i>Base Usage for Placement</i>	<i>Countries</i>	<i>Languages</i>	<i>Electronic (Web)</i>	<i>Additional Print Run</i>
Interior Placement: \$125	1: Base Price	1: Base Price	None: Base Price	None: Base Price
Cover Placement: \$175	2: Add 20%	2: Add 20%	1: Add 15%	50K – 100K: Add 20%
	3: Add 25%	3: Add 25%	2: Add 20%	101K – 150K: Add 25%
	4: Add 30%	4: Add 30%	All: Add 25%	>150K: Add 30%
	World: Add 100%	World: Add 100%		

Magazines, Newsletters, and Newspapers		
<i>Base Usage for Placement</i>	<i>Circulation</i>	
Interior Placement: \$85	<10K: Base Price	500K - 1 Million: Add 30%
Cover Placement: \$150	10K - 25K: Add 5%	1 – 3 Million: Add 35%
Nonprofit Interior Placement: \$15	25K - 50K: Add 10%	3 – 5 Million: Add 40%
Nonprofit Cover Placement: \$30	50K - 100K: Add 15%	5 – 10 Million: Add 100%
	100K - 250K: Add 20%	>10 Million: Add 200%
	250K - 500K: Add 25%	

Web		
<i>Base Usage by Size</i>	<i>Placement</i>	<i>Duration</i>
Small (¼ screen): \$80	Home Page: Add 25%	< 1 Month: Base Price
Medium (½ screen): \$125	Secondary Page: Base Price	1 – 6 Months: Add 10%
Large (full screen): \$195	Multiple Pages: Add 25%	6 – 12 Months: Add 15%
Nonprofit Website: 50% Discount		> 12 Months: Add 20%
		Unlimited/Archive: Add 100%

Television			
<i>Base Usage by Usage Type</i>	<i>Territories</i>	<i>Additional Formats</i>	<i>Duration</i>
Documentary: \$100	1: Base Price	0: Base Price	1 Time: Base Price
Educational: \$100	2: Add 15%	1: Add 15%	1 Month Unlimited: Add 5%
Entertainment: \$250	3: Add 30%	2: Add 30%	3 Months Unlimited: Add 10%
Network & Cable News: \$125	4: Add 60%	3: Add 60%	6 Months Unlimited: Add 15%
Public Service/Nonprofit: \$100	Worldwide: Add 100%	Worldwide: Add 100%	1 Year Unlimited: Add 25%
			3 Years Unlimited: Add 50%
			5 Years Unlimited: Add 100%
			Unspecified Time Unlimited: Add 200%

Film			
<i>Base Usage by Usage Type</i>	<i>Territories</i>	<i>Additional Formats</i>	<i>Duration</i>
Documentary: \$120	1: Base Price	0: Base Price	1 Year: Base Price
Educational: \$120	2: Add 15%	1: Add 15%	5 Years: Add 25%
Entertainment: \$400	3: Add 30%	2: Add 30%	10 Years: Add 50%
Public Service or Nonprofit: \$120	4: Add 60%	3: Add 60%	Unlimited: Add 150%
	Worldwide: Add 100%	Worldwide: Add 100%	

Exhibits	
<i>Duration</i>	
< 1 Year: Base Price (Regular \$40, Nonprofit \$25)	4 – 6 Years: Add 300%
1 – 2 Years: Add 100%	Unlimited: TBD
2 – 4 Years: Add 200%	