



PHOTOGRAPH, AUDIO AND MOVING IMAGE DIGITIZATION FEE SCHEDULE

Policies:

1. Requests for files to be converted into formats unspecified will be considered based on staff resources. An additional \$20/hour will be added to current rates if special requests for unspecified file formats have a considerable rendering time.
2. We may exercise our liberty to prioritize, limit and refuse requests.
3. We can electronically deliver materials through a cloud exchange platform
4. The requester or applicant must secure permissions for publishing purposes in addition to securing use permissions. Use agreements and Third Party Permission Forms can be found [here](#). The burden of securing mechanical rights and use permissions for works is on the requester or applicant.
5. Some materials may need to be done outside of house which would require extra fees.

<u>PHOTOGRAPHS</u>	<u>Students, Faculty & Staff</u>	<u>Individuals</u>	<u>Non-Profit</u>	<u>Commercial</u>
<u>Common Formats PDF/ JPEG/ TIFF</u>	\$10	\$10	\$13	\$15

<u>AUDIO</u>	<u>Students, Faculty & Staff</u>	<u>Individuals</u>	<u>Non-Profit</u>	<u>Commercial</u>
<u>Reference Quality Original Copy MP3</u>	\$20	\$40	\$45	\$50
<u>Production or Publication Quality FLAC or ALAC</u>	\$20	\$45	\$50	\$55



THE UNIVERSITY of
MISSISSIPPI

<u>MOVING IMAGE</u>	<u>Students, Faculty & Staff</u>	<u>Individuals</u>	<u>Non-Profit</u>	<u>Commercial</u>
<u>Reference Quality Duplicate Copy: MPEG4 or MOV</u>	\$20	\$50	\$55	\$60
<u>Production Quality: MKV</u>	\$20	\$50	\$55	\$60

Fees include 7% MS sales tax. Organizations claiming an exemption must produce an authorization letter from the State of Mississippi verifying their tax exempt status prior to the transaction.

