



## PHOTOGRAPH, AUDIO AND MOVING IMAGE DUPLICATION & DIGITIZATION FEE SCHEDULE

**Policies:**

1. Fees are per hour but are waived for the first hour for students, faculty and University affiliates. Rates reflect the labor needed to duplicate, digitize and electronically deliver materials.
2. 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.
3. Depending on equipment and staff availability we may be able to conduct in-house digitization, up to five items total. In-house duplication and/or digitization may be performed for the following formats: CDs, audio cassettes and VHS cassette tapes.
4. We may exercise our liberty to prioritize, limit and refuse requests.
5. We can electronically deliver materials through a cloud exchange platform or thumb drive.
6. 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.

<u>PHOTOGRAPHS</u>	<u>Students, Faculty &amp; University Affiliates</u>	<u>Individuals</u>	<u>Non-Profit</u>	<u>Commercial</u>
<u>Reference Quality Duplicate Copy (PDF or JPEG)</u>	\$10	\$10	\$13	\$15
<u>TIFF</u>	\$10	\$10	\$13	\$15

<u>AUDIO</u>	<u>Students, Faculty &amp; University Affiliates</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 &amp; University Affiliates</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.*