



BILLING RATES - FY 18/19

DEPARTMENT NAME :
Clemson University Libraries

VICE-PRESIDENT AREA :
Libraries

DESCRIPTION OF COMMODITY OR SERVICE :	UNIT OF BILLING	FY 18/19 RATE	CUSTOMERS BEING SERVED
Scanned photo/image by staff, 11+ scans	per each	\$2.00	Internal & External
Large order surcharge for 11+ scanned photos/images (in addition to cost per scan)	flat fee	\$10.00	Internal & External
Large format scanning (larger than 11 x 17) For maps, blueprints, floor plans, etc.	per each	\$5.00	Internal & External
Reformatting of audiovisual materials	per each	at cost	Internal & External

DIGITIZATION:

Scanning rates include • Optical Character Recognition (OCR)

- Image post-processing & color adjustment
- Best available preservation file (TIFF, RAW, etc.) and compressed file (JPEG, PDF, etc.)
- Temporary cloud-based storage (2 weeks)
- Transfer to physical storage media

Flatbed Scanning 11"x17" max size 600ppi resolution RGB color or grayscale For photographs, documents, letters	per item	\$0.25	Internal/External
Slide and Negative Scanning 10" x 10" max size 3200ppi resolution RGB color or grayscale	per slide or negative	\$0.75	Internal
Sheet-fed Document Scanning 8.5"x14" max size 300ppi resolution RGB or Grayscale	per page	\$0.15	External
Overhead Cradle Scanning 16"x23" max size 300ppi resolution RGB color or grayscale For books, manuscripts, bound material RAW Capture	per page	\$0.20	Internal



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Overhead Cradle Scanning 16"x23" max size 300ppi resolution RGB color or grayscale For books, manuscripts, bound material JPG/PDF only	per page	\$0.15	External
Large Format Scanning 60"x40" max size 600ppi resolution RGB color For maps, blueprints, floor plans	per item	\$2.50	Internal
Service charge on all digitization orders, regardless of volume.	per order	\$20.00	Internal
Resolution Upgrades: Requests for a higher resolution above those provided in the standard rate will incur this additional cost per item.	per item	\$0.50	Internal & External
<u>Transcription services: cost per 1000 characters typed</u>			
Typed material	per 1000 characters	\$1.00	Internal
Handwritten material	per 1000 characters	\$2.00	External
<u>Metadata services: levels of metadata service are based on the time required to create descriptive metadata by Clemson Libraries.</u>			
<u>Level 1</u>	per record	\$0.10	Internal & External
<u>Level 2</u>	per record	\$0.50	Internal & External
<u>Level 3</u>	per record	\$1.25	Internal & External
Level 4	per record	\$3.50	Internal & External
<u>Data storage and hosting per gigabyte: one time cost per order, includes fixity checks on existing data that is imported.</u>	per gigabyte	\$3.00	Internal & External