

**UNIVERSITY LIBRARIES FEE STRUCTURE 2007-2008**

	<b>Fee</b>	<b>Current Fee Amount</b>	<b>Explanation</b>
	<b>Access Services Fees:</b>		
1	Inter Library Loan (ILL) - Loans	\$ 15 US & Canada/ \$25 International	ILL charges do not apply to any Pennsylvania library or consortial partner. Fee includes all shipping & handling charges.
2	Inter Library Loan (ILL) - Copy [paper to paper; microform to paper; microfiche to microfiche]	\$15 US & Canada/ \$15 International (Fax and Ariel delivery)/ \$25 International (Mail delivery)	ILL charges do not apply to any Pennsylvania library or consortial partner. Fee includes all shipping & handling charges.
3	Inter Library Loan (ILL) - Expedited Delivery (UPS next day air delivery)	\$20	Shipping is by UPS next day air delivery. Fee amount is based on the average cost for shipping a 2 pound box within the U.S.
4	ILL - Master's and Scholar's Thesis Copies (paper to paper)	\$50 US & Canada/ \$60 (US Dollars) International	
5	ILL Borrowing - Change of Format	\$50.00 + .16/page	Non-circulating rare or special collection material that is transferred to microfilm format to be used as a loan. This fee applies to all borrowing institutions.
6	ILL - Lost Microfilm	\$100/reel	Average cost charged by vendor is approximately \$100/reel. Cost-recovery.
7	ILL Replacement for lost item loaned by PSUL	\$100 flat fee	This is a typical practice among ILL lenders. It is not unusual for ILL patrons to inquire about a book price, they are in effect, hoping to purchase it rather than return it. The price should be one that is discouraging of this practice. The current average replacement cost is \$60 + \$25 = \$85. This new fee represents an increase of approximately 18%.
8	Lost Library card (non fac/staff/st)	\$5	cost recovery/replacement fee
9	Damaged Books (see # 35 Preservation)	\$65.00 + actual	Access processing fee \$25.00 + Preservation processing fee \$25.00 + Rebinding fee \$15.00 if applicable + actual cost of lost item if it cannot be salvaged.

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<b>Access Services Fees (continued):</b>			
10	<p>Lost Monographs</p> <p>Scenario 1: Lost book with no replacement:</p> <p>Scenario 2: Patron finds and returns actual item [See Appendix C for notice schedule]</p> <p>Scenario 3: Patron returns a hardback copy of the lost title</p> <p>Scenario 4: Patron returns a paperback copy of the lost title</p> <p>Scenario 5: Dewey Decimal classified book lost with no replacement.</p> <p>Scenario 6: Education materials (picture, juvenile &amp; fiction) lost with no replacement.</p>	<p>\$25.00 + replacement cost</p> <p>\$25.00 processing fee</p> <p>\$25.00 processing fee</p> <p>\$25.00 processing fee + \$15 rebinding fee</p> <p>\$45.00 replacement fee + \$25 processing fee</p> <p>\$40.00 replacement fee + \$25 processing fee</p>	<p>\$25.00 is the Access processing fee + the annual Yankee Book (YPB) flat rate by discipline/LC Class (The flat rate is based upon the average cost by discipline of a book)</p> <p>Scenario 2: Paper notices are generated and mailed, staff time is expended for searching the shelves to identify the title as lost, and recataloging of the item may be required.</p> <p>Scenarios 3 &amp; 4: Cataloging costs are associated for hardback and paperback replacements, as well as for different editions.</p> <p>Dewey classed materials are no longer collected by the library; they are merely maintained as a discrete collection. Average market value for a replacement is \$45.00. Processing fee of \$25.00 is the same for all book materials.</p> <p>Average market value, based on invoices, for juvenile materials is \$40.00. Processing fee of \$25.00 is the same for all book materials.</p>
11	Lost Periodical volume (Bound)	\$65.00 + actual	Access processing fee \$25.00 + Preservation processing fee \$25.00 + Rebinding fee \$15.00 + actual cost of periodical.
12	Lost Periodical issue (Unbound)	\$25.00 + actual	<p>Access processing fee \$25.00 + Rebinding fee \$15.00 + actual cost of periodical.</p> <p>If the periodical issue has been bound in the interim, a \$15.00 binding fee will be accessed.</p>

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	<b>Access Services Fees (continued):</b>		
13	Lost paper copy of Dissertations, Master's and Scholar's thesis	\$65.00	Access processing fee \$25.00 + Preservation processing fee \$25.00 + Rebinding fee \$15.00.
14	Lost Government Documents	\$50.00	<p>Access processing fee \$25.00 + Replacement fee \$25.00, or exact replacement cost, if known.</p> <p>Depository library guidelines state that libraries must treat document collections in the same manner as materials from regular collections. PSUL charges a \$25 processing fee plus replacement cost for books.</p> <p>For government documents the average cost of items is \$25 plus the \$25 processing fee for a total fee amount of \$50.</p>
15	Lost Map	\$ 50.00	Access processing fee \$25 + Replacement fee \$25.
16	Lost Map Tube	\$ 10.00	
17	Lost Kit Bags	\$ 5.00	This is for the bag only; similar to the map tube fee.
18	Lost Kits or Lost Pieces of Kits	Market value	Market replacement value. (Determined on a case by case.)
19	Lost Media (Video/CD/DVD/16 mm film)	market replacement value + \$25 replacement fee	Access processing fee \$25 + market value replacement fee
20	Lost or Missing Part	Market value	<p>One or more pieces (pocket parts, scores, audio cassettes, etc.) were included in the item that was checked out.</p> <p>One or more pieces was missing or damaged when the item was returned. We would bill according to the policy that governs that particular type of material.</p>
21	Lost/Stolen/Damaged Laptop	\$35.00 + replacement cost	
22	Overdue Laptop	\$35.00 + replacement cost	

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	Fee	Current Fee Amount	Explanation
<b>Access Services Fees (continued):</b>			
23	<p>Overdue Fines: <i>Reserve</i></p> <p><i>Recall</i></p> <p><i>Special Permission</i></p> <p>Video, Film, DVD</p> <p>Music Audio</p>	<p>\$1.00/hour &amp; \$3.00/day</p> <p>\$3.00/day</p> <p>\$3.00/day with a maximum of \$15.00</p> <p>\$1.00/day with a maximum of \$30.00</p> <p>\$1.00/day with a maximum of \$30.00</p>	<p>\$1.00/hour for materials on a 2 hour or overnight loan with a maximum fine of \$100.00; \$3.00/day for materials on a 3-day, 5-day, and one week reserve loan period with a maximum fine of \$15.00. Once the maximum fine has been reached, the item becomes recorded as lost, and is charged per the applicable lost material fee.</p> <p>Overdue fees max out at \$30.00</p> <p>Fee assessed if a patron does not return an item that circulates with special permissions (i.e., periodicals and/or reference materials).</p> <p>This change is proposed in response to complaints by faculty and students who are frustrated by the lack of availability of items. Proposed structure will provide a more rapid turnover of materials. Length of circulation will be reduced from 28 days to 7 days.</p> <p><b>In all cases, outstanding overdue and recall fines apply in addition to cost recovery, replacement, binding and processing fees.</b></p>
24	Referral (Agency Recovery Fee)	\$9.00	Cost recovery fee.
25	Processing fee	\$25.00	Cost recovery for system overhead, billing and clerical processing.
26	Lost carrel key	\$ 5.00	Replacement fee for lost carrel key
27	Miscellaneous fees		Explanation: Miscellaneous fees that migrated to Unicorn from LIAS. A patron, or someone acting on the patron's behalf, would need to contact the originating library for an explanation. These fees do not occur with any regularity and are seen only on notices from Unique, the collection management agency.

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	<b>Fee</b>	<b>Current Fee Amount</b>	<b>Explanation</b>
	<b>MTSS Fees:</b>		
28	Rentals - film/video	formula driven	
29	Rentals - equipment	pickup fee of \$5.00 + rental fee is formula driven	
30	MTSS Operator Support	Prevailing Rate	(No charge for credit instruction. This fee includes overtime situations)
31	MTSS Equipment Repair	Prevailing Rate + actual cost of parts	(No charge for equipment owned by MTSS and used for credit instruction)
32	Design Consultation - Technology Classrooms	\$50.00/hour	This fee would not be included for general instruction classrooms. -- Currently charging \$50/hour for installation and full-time operator support. Design of these rooms is much more labor and knowledge intensive (i.e., doing drawings to scale and working with the customer to find out their needs and match them to the most suitable equipment available.)
33	Installation - Technology classrooms	\$35.00/hour + parts	(General Instruction Rooms)
34	MTSS Lost/Stolen/Damaged non-repairable materials	\$35.00 + replacement cost	(MTSS processing fee + actual market replacement fee. Fee may be prorated based upon age of equipment.)
35	MTSS Damaged/repairable materials	Prevailing Rate + replacement parts	Lost / Stolen / Damaged materials or equipment, including laptops. Actual market replacement fee plus processing fee.  Fee may be prorated based upon age of equipment.
36	MTSS equipment Overdue fine	\$25/day	Approved by Corporate Controller 8/22/06.
37	MTSS duplication 16mm to video	formula driven	Video is defined as including both VHS and DVD.
38	MTSS real-time audio duplication	formula driven	Audio is defined as including phonograph, cassette, reel-to-reel, and CD.
39	MTSS high-speed audio duplication	[See Fee Structure document.]	Audio is defined as CD.  <i>1-15 High Speed copies - \$3.00 per tape (any tape length)</i> <i>16-30 High Speed copies - \$2.75 per tape (any tape length)</i> <i>31 or more High Speed copies - \$2.50 per tape (any tape length)</i>

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<b>MTSS Fees (continued):</b>			
40	MTSS video & DVD duplication	Revised formula: increase labor charge from \$1 to \$2	<p>Video is defined as including 3/4" Beta, VHS, and DVD.</p> <p>During the 2003/04 fiscal year, Penn State MediaTech expanded it's video duplication facilities to now include duplication of mini-DVD tapes and DVD. In order to provide this service, it became necessary to expand the equipment capabilities in our duplication center. In addition, MediaTech has not sought an increase in video duplication fees since June of 2001.</p> <p>Due to the added equipment expenses and the annual increase of personnel costs, Penn State MediaTech is proposing that an additional \$1 per half-hour of video duplication be charged.</p>
41	Media Site Live presentations	<p>\$75.00 flat rate per session for use hardware/software plus technician hourly charge (\$35.00/hour)</p>	<p>Cost recovery for the use of the hardware/software. Purchased 2005 at a cost of \$26,000.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>· To have presentation transferred to DVD media, charge of \$5.00 applies. (See Fee # 35 above.)</li> <li>· Technician support is required for setup and operation of equipment and is charged at \$35.00/hour (see Fee #25 above)</li> <li>· No fee is charged if use is for credit instruction.</li> </ul>
42	Color Photos / Digital Images	<p>\$1.60 for 8" x 10" photo</p> <p>\$1.88 for 8.5" x 11" photo</p> <p>\$4.94 for 13" x 19" photo</p>	<p>The College of Arts and Architecture is currently charging \$.01 per square inch and are not recovering costs at this price. A&amp;A is doing a complete analysis of their charges this summer, and recommend that ULIBS price be set at \$.02 per square inch. If analysis determines, cost recovery is being made at \$.01 per square inch, ULIBS will reduce price.</p>

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<b>Preservation Fees:</b>			
43	OP/Scan Reproductions (see also #10 Fee Chart)	\$40.00 + actual	\$25.00 Preservation processing fee + \$15.00 binding fee + actual cost of printing + clearing copyright/license.  Fees represent the cost to make a reproduction copy for the library collection for clarification purposes.
44	Lost Diskette/CD/DVD	\$27.00 / \$30.00	Service to provides replacement for CD/DVD. Formerly only offered diskette replacement.  \$25.00 for preservation processing fee + \$2.00 replacement diskette/\$5.00 replacement CD or DVD)
45	Microfilm or microfiche to digital	\$10.00/hour	Microfilm or microfiche to digital (electronic) file Paper to digital cost structure is equal to microfiche to digital cost structure.
46	Digital Imaging  Standard, up to 11" x 17"  Oversize, fragile, bound materials, 3-D objects 18" and up	\$10 per image  \$10 per image + \$15/hour Digital Service fee, billed in 15-minute increments	\$10/image to reflects current pricing at comparable institutions performing similar services: University of Pittsburgh, Stanford and Harvard.  Digital Services fee of \$15/hour reflects current pricing at comparable institutions performing similar services: University of Pittsburgh, Stanford, and Harvard.  Benchmarked February 2007.
47	Brittle Books Scanning (including binding)	Digital services fee of \$15 per hour billed in 15-minute increments + Retrieval fee of \$10, if necessary + \$.25 per page printing (b/w) cost + \$15 binding cost	Digital Service fee and Retrieval fee replaces the original fee of \$100/300 page volume. These two fees reflect current pricing at comparable institutions performing similar services: University of Pittsburgh, Stanford, and Harvard. Benchmarked February 2007.
48	Digital Services	\$15 per hour billed in 15-minute increments	Fee reflects current pricing at comparable institutions performing similar services: University of Pittsburgh, Stanford, and Harvard.. Benchmarked February 2007.

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	<b>Fee</b>	<b>Current Fee Amount</b>	<b>Explanation</b>
<b>Preservation Fees (continued):</b>			
49	Retrieval	\$10 flat fee	This is an established fee charged by Special Collections / Retrieval.  Preservation began charging for this service since often staff are required to locate and pick-up library material for imaging.
50	Media Storage	\$2 blank diskette or \$5 blank CD/DVD	This is an established fee charged by Reference Services.
51	Color output printing (non-archival)	46# heavyweight coated paper -- \$3.00/sf  46# satin photo paper --\$6.45/sf  Tyvek banner, 42" wide -- \$6.45/sf  Scrimbanner, 36" wide -- \$6.45/sf	Added "non-archival" for clarification purposes since inks used are not permanent.  PSUL fees are comparable to those charged by Engineering Copy Center and Document Services/Copy Center Services.  New services available: All fees benchmarked with University of California at Berkeley, University of Pennsylvania, University of Michigan, Cornell, and University of Virginia. Fees were benchmarked with PSU Engineering Copy Center where similar services are available.
52	Color Photocopying (Staff-Assisted) up to 11" x 17"	\$1.00/page	Established fee under Reference Services section (fee #52) as Staff-Assisted Photocopying.
53	Lamination (8-1/2" x 11" maximum size)	\$1.25/sf	Added square foot for clarification purposes.  Square foot charge is comparable to local service providers - Kinko's and the University's Engineering Copy Center.
54	Lamination, large format (15" x 36" maximum size)	\$1.50/linear ft.	Changed from linear feet to square feet to reflect current local comparable pricing models.  PSUL fee is comparable to those charged at the University's Engineering Copy Center.

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<b>Preservation Fees (continued):</b>			
55	Mounting (3' x 4' x 3/16" foam core); considered temporary	\$2.50/sq. ft.	<p>Added dimensions for clarification purposes.</p> <p>Added "temporary" since spray adhesive is used. University's Engineering Copy Center and Kinko's use hot press method which is considered a permanent mount.</p> <p>PSUL fee is comparable to those charged at the University's Engineering Copy Center and Document Services.</p>
56	Shipping & Handling Costs (domestic shipping only)	<p>\$4.50 flat fee for each CD or DVD</p> <p>\$5.00 flat fee for each VHS</p> <p>\$7.00 flat fee for each rolled printed output to 42"</p> <p>\$5.00 flat fee for each 6.5" x 9.5" clasp Kraft envelope</p> <p>\$5.00 flat fee for each 9" x 12" clasp Kraft envelope</p>	<p>Fee increased to \$4.50 from \$3.00 to reflect actual UPS charges incurred. This is the same fee already established for Special Collections which will need to be changed to new pricing.</p> <p>Fee increased to \$5.00 from \$4.00 to reflect actual UPS charges incurred. This is the same fee already established for Special Collections which will need to be changed to new pricing.</p> <p>Fee is for UPS shipping rolled posters/maps and other printed material in a 2" Kraft tube.</p> <p>Fee is for UPS shipping flat printed material weighing 1 lb.</p> <p>Fee is for UPS shipping flat printed materials weighing 1 lb.</p> <p>Fee covers the actual cost of the 2" Kraft tube (\$1.09 from 2005/06 Uline Shipping Supply Catalog), plus average UPS shipping cost of \$4.50 (for an item weighing 1.5 oz) and \$1.41 for handling (labor cost for Digital and mailroom staff)</p> <p>Fee cover the actual cost of the clasp envelopes (\$.18, \$.23, and \$.27 each) plus average UPS domestic shipping cost of \$4.50 and \$.50 for handling (labor cost for Digital and mailroom staff).</p>

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<b>Reference Services Fees:</b>			
57	Staff-Assisted Photocopying	\$ .25/page	Up to 8.5 x 14, B&W (paper to paper)  Cost increase is necessary to maintain cost fee structure currently in place with Document Services/Copy Center Services.
58	"	\$.30/page	Up to 8.5 x 14, B&W (film or fiche/frame to paper)
59	"	\$.60/page	11 x 17, B&W (microfilm/fiche/frame to paper). Benchmarked - comparable with Document Services pricing
60	"	\$.50/fiche	Fiche to fiche
61	"	\$1.00/page	Up to 8.5 x 14, Color
62	Mediated Database Searching		<p><i>For PSU faculty/staff/students:</i> \$5.00 + actual cost of time online + citations generated (usually there's a per-citation charge and it varies depending on the amount of fields you elect to print) for PSU faculty/staff/students &amp; \$15.00 + actual cost of time online + citations generated for non-PSU clients.</p> <p><i>For non-PSU clients:</i> \$15.00 + actual cost of time online + citations generated (usually there's a per-citation charge and it varies depending on the amount of fields you elect to print).</p>

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<b>Reference Services Fees (continued):</b>			
63	Photocopies	varies	At University Park, governed by Contract with third party vendor (Current vendor is Nittany Office Equipment) Vendor for 2004/2005 is to be determined.  At Campus locations, vendors may vary.
64	Printing	varies	At University Park, governed by Contract with third party vendor (Current vendor is Nittany Office Equipment) Vendor for 2004/2005 is to be determined.  At Campus locations, vendors may vary.
65	Staff Assisted Faxing Fee	\$1.00/page	
66	Non-return of loaned flash drives	\$75.00	

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<b>Special Collections Fees:</b>			
67	Micro to Paper Copying (Materials that PSU own - internal) 8-1/2 x 11, 8-1/2 x 14	\$.50/page	Fee assigned by NUS + \$10.00 Special Collections retrieval/handling fee. Includes microfilm to paper & microfiche to paper
68	Staff-Assisted Photocopying - Special Collections items only	\$.50/page	Up to 11 x 17, B&W (paper to paper)
69	"	\$1.50/page	Larger than 11 x 17, B&W (paper to paper); Up to 11 x 17, Color (paper to paper)
70	Commercial Use Fee (One time only permission)	\$200	Fee is per item or image.
71	Scholarly Publication Use (One time only permission)	\$50	\$50 per image or item paid by the publisher. 10-25 items receive a 50% discount; 26 and above images/items receive a 75% discount.  Note: 50% discount would be in effect if fee is paid directly by author in advance of publication.
72	Penn State Community Use Fee	Cost of reproduction	Penn State faculty, staff, and students wishing to use images/items for internal publications, web pages, or classroom-related projects will not be charged fees over and above photocopying, dubbing or scanning cost recovery fees listed and approved in this Fee Structure. Resolution for images placed on web pages cannot exceed 75 dpi to avoid unauthorized use of the image.
73	Duplication - photographs	\$10.00 + University Photographics charge	

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<b>Special Collections Fees (continued):</b>			
74	Waring Collection use of Scores	\$15.00 - \$40.00	Shipping is by UPSP. Canada shipments are sent by USPS Book & Music Rate. International shipments are sent via USPS airmail.  <i>Note:</i> Receiving Room to provide Waring Archives with USPS meter cards to charge mailing costs to Waring's America Archives Budget. Receiving Room to see that packages are shipped via PSU Mail Services. Waring's America Archive to provide appropriate shipping containers and will pack materials for shipment before drop-off at the Receiving Room.
75	Waring Collection audio tapes & CDs	\$15	
76	Audio Dubbing - Special Collections materials	\$17.00/hour + \$5.00 for blank cassette/CD	
77	Central Files Microfilm Storage - PSU offices	Pro-rated based upon actual cost	Pro-rated by number of reels held for each office (cost-recovery only)
78	Shipping & Handling Costs	\$3.00 for one CD or DVD + \$1.50 for each additional DVD and CD sent to the same address in the same envelope.  \$4.00 for one VHS tape + \$2.00 for each additional VHS tapes sent to the same address in the same envelope.	Shipping is by UPSP. Canada shipments are sent by USPS Book & Music Rate. International shipments are sent via USPS airmail. (For details, see fee item #56.)  <i>Note:</i> Receiving Room to provide Waring Archives with USPS meter cards to charge mailing costs to Waring's America Archives Budget. Receiving Room to see that packages are shipped via PSU Mail Services. Waring's America Archive to provide appropriate shipping containers and will pack materials for shipment before drop-off at the Receiving Room.
79	Rush Fee	\$50.00 in addition to all express delivery mail charges	NEW service: Orders for Special Collections reproductions required to be delivered to the patron in under three business days will incur a Rush processing fee of \$50.00 in addition to all express delivery mailing fees. These types of orders also forfeit any potential bulk discounts that might have been offered under normal circumstances.  <i>Notes:</i> -Rush Fees Benchmarked at the following institutions: University of Illinois, Northwestern University, University of Pittsburgh, Library of Congress, University of Oregon, Arizona State University, and University of Washington.