Reproduction and Use Fees

Reproduction Fees

Photocopies
- Requested on site: $0.10 per page
- Requested off site: $.020 per page (see Special Fees for additional charges)

Digital Reproductions
All reproductions are available in either TIFF or JPG format.
Preparation charges under Special Fees apply to originals larger than 12” x 17”
- Photographs:
  - Up to 12” x 17”, $12.00 per image
  - Larger than 12” x 17”, $15.00 per image
- Oversize Map or Architectural Drawings
  - Up to 12” x 17”, $12.00 per image
  - Larger than 12” x 17”, $15.00 per image

Please allow up to 48 business hours after payment is received for delivery of images. Prepayment is required.

Videotapes and Audio Cassettes
- In house duplication:
  - $15.00 per tape

Digital Camera
Use of personal digital camera will be allowed on a case by case basis. Permission must be received prior to use. For additional details, please see Special Collections Digital Camera Use Policy.
- Flat fee of $10.00 per day
Special Fees

Shipping, Handling, and Delivery
- CD delivery
  - Add $1.00 per CD
- Web/FTP deliver
  - Free
- Minimum shipping fee per order to be mailed (fee may increase for larger orders)
  - Add $6.00 to order total

Rush
A rush order consists of any order that must be completed faster than the 48 business hours currently allowed for orders:
- Add $20.00 to order total

Research
Any distance research question taking staff more than 30 minutes to complete:
- $25.00 per hour, no pro-rata

Processing
Any photocopying order taking more than 30 minutes of staff time to complete:
- $12.00 per hour, no pro-rata

Preparation
Fees assessed for scans of originals larger than 12" x 17":
- $15.00 per 10 images, no pro-rata

Use Fees

Commercial Use
- Publication
  - Article: $25.00 per image
  - Textbook: $100.00 per image
  - Report: $25.00 per image (does not include in-house reports)
  - Book: $50.00 per image
  - Nevada newspapers: No charge
- Exhibit or Display: $50.00 per image
- Advertisement: $100.00 per image
- Film, Video, or Broadcast: $200.00 per image
- Book Jacket or Cover: $150.00 per image
- Audio: $150.00 per 10 minutes, no pro-rata
- Video: $300.00 per 10 minutes, no pro-rata
- Worldwide Distribution: add $100.00 per image to standard use fee
Non-Profit
No use fees will be assessed for non-profit organizations. A Non-Profit ID must be provided to receive this discount. Non-profit organizations include:
- State or federal agencies (United States Forest Service, Bureau of Land Management, State of Nevada, etc.);
- Public universities;
- Local or national non-profit organization with a non-profit ID.

Personal
- Research
  - No use fee
- Genealogy
  - No use fee
- Class assignments (including research papers for class projects, papers, theses, or dissertations)
  - No use fee

For any questions relating to reproduction and use fees, please contact the department.