

# Access to Library & Archival Materials

We recognize that not everyone can visit our facilities in Lincoln to access materials held by History Nebraska. Scanned or paper copies of these materials can be requested by emailing [HN.reference@nebraska.gov](mailto:HN.reference@nebraska.gov); or by mail to: Library/Archives, History Nebraska, 1500 R Street, Lincoln, NE, 68501. Fees for duplication, shipping/handling, sales tax and [use](#) may apply.

- Duplication requests are fulfilled in the order in which they are received.
- Once we receive your request, we will let you know within five business days how long we anticipate duplicating the requested materials will take.
- Scanned copies will be made available @ 300 dpi unless a higher resolution or different format (i.e. paper) is requested.
- Most newspapers and some manuscript collections, government records, and county atlases, all on microfilm, are available via interlibrary loan. Information about our interlibrary loan policies/procedures can be found at [Interlibrary Loan procedures](#).
- Additionally, History Nebraska is working hard to make collections accessible online; those already available can be viewed [here](#).
- Should you decide that you need assistance with your research beyond what History Nebraska staff can provide, a list of Researchers for Hire is available [here](#).

Questions about access to Library & Archival Materials should be directed to Reference Staff at 402-471-4751 or by e-mail at [HN.reference@nebraska.gov](mailto:HN.reference@nebraska.gov).

## Duplication, Object Photos & Interlibrary Loan Fees

(Effective July 10, 2020)

Providing access to collections is one of History Nebraska's goals. On-site access to library and archival material is free of charge but may require advance notice of which records, manuscripts, photos or library titles need to be pulled. History Nebraska may also provide duplicates of photographs, unpublished and published materials, and copies of moving images and sound recordings not already available [online](#), images of artifacts from the Objects and Archeology Collections not already available [online](#), as well as higher resolution/uncompressed copies of those that are. The following fees apply; Nebraska sales tax and [use fees](#) may also apply.

Scan/page or image up to 11"x17", made available @ 300 dpi, 100% of original	<20 scans: Free ≥20 scans: \$.25/each
Scan/page or image greater than 11"x17" (e.g. maps, architectural drawings, posters, etc.), made available @ 300 dpi, 100% of original	\$3.00/each
Digital image @ 600 dpi, 100% of original	\$15.00/each
Digital image @ >600 dpi, 100% of original	\$15.00 plus \$5.00/each additional 50 dpi requested beyond 600 dpi

Paper copies up to 11"x17", self-serve or staff copied, includes prints from microfilm reader/scanners	\$0.25/copy
Content captured from microfilm scanner/printers or personal duplication device, self-serve	Free
Moving Image	Compressed copy: \$5.00/each Uncompressed copy: \$15.00/each
Sound Recording	Compressed copy: \$5.00 Uncompressed copy: \$15.00
Image of artifacts from Objects or Archeology Collections, delivered as a high-resolution TIFF	\$30/each
Discovery and duplication of requested materials in excess of 4 hours of staff time shall be charged by each additional hour required at \$30/hour	\$30/hour
Interlibrary Loan of microfilm reels to libraries only, maximum of 4 reels for 6 weeks	\$4.00/reel (includes shipping)
Shipping & Handling: unless otherwise arranged by the customer, History Nebraska will ship products via First Class USPS mail at the actual cost of shipping plus shipping materials. Contact History Nebraska staff at <a href="mailto:HN.reference@nebraska.gov">HN.reference@nebraska.gov</a> for a price quote.	Vendor cost

**Delivery times.** Customer will receive a confirmation email that request for access or duplication has been received. History Nebraska will then provide an estimate of the expected cost of duplication and either a) access to the records requested, or b) an estimated date of fulfillment. The requester has ten business days to confirm fulfillment of request for the cost and time estimated by the History Nebraska or to modify or prioritize the items within the request and receive a new cost and time estimate. If History Nebraska does not receive a response from the requester within ten business days, History Nebraska will not fulfill the request.

**Payment.** Fees must be paid or invoiced in advance of delivery of orders and are non-refundable. Nebraska state agencies must pay through IBT. Fees are subject to change without notice.

**Taxes.** Nebraska sales tax will be applied to all orders delivered in the state of Nebraska.

**Right of refusal.** History Nebraska is not obligated to provide copies of materials in any format that differs from the format of the original record or from the format/resolution typically used for reference copies by the History Nebraska. History Nebraska may refuse to allow patrons to use personal duplication devices if they pose a preservation risk to the materials. In such cases, the patron will have the right to obtain copies made by History Nebraska of such materials for the applicable fees.