



Collections Division  
Nebraska State Historical Society  
1500 R Street, Box 82554  
Lincoln, NE 68501  
[History.Nebraska.gov](http://History.Nebraska.gov)

## Fees for Duplication and Special Access

(Effective November 3, 2015)

Providing access to its collections is part of the mission of the Nebraska State Historical Society. While on-site access is generally free of charge, any access that requires staff research, lab work or special curatorial assistance may involve a fee. The NSHS also provides duplicates of photographs, documents and published materials in its collections, copies of moving images and sound recordings, and images of artifacts. This schedule outlines the fees the NSHS charges for reference copies of our materials. Additional sizes/formats may be available, see: [Fees for the Use of Still Images and Fees for the Use of Moving Images and Sound Recordings](#). Permission for the use of non-reference copies is documented in an agreement between the NSHS and the user. For details on the NSHS guidelines for use, see: Use Policy.

**Delivery times.** Within five business days of receipt of a written request for access or duplication the NSHS will provide an estimate of the expected cost of duplication and either a) access to or copies of the records requested, or b) a written explanation as to why the request cannot be fulfilled within five days and an estimated date and cost of fulfillment. The requester has ten business days to confirm fulfillment of request for the cost and time estimated by the NSHS or to modify or prioritize the items within the request and receive a new cost and time estimate. If the NSHS does not receive a response from the requester within ten business days, the NSHS shall not fulfill the request.

**Payment.** Fees should 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.** The NSHS 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 NSHS. The NSHS 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 the NSHS of such materials for the applicable fees.

**Waivers.** The NSHS reserves the right to waive fees or other requirements on an individual basis at the discretion of either the Associate Director for Collections or the Society's director. Such fee waivers can be made only upon approval of written application.

### ***Collections Search and Access***

Research or curatorial assistance (does not include photocopy or duplication charges)	Up to four hours: Free Four + hours: \$20 per hour
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**Photocopies****8.5"x11" or  
8.5"x14"****11"x17"**

From library materials, self-serve	\$.25	\$.25
From archival holdings, staff copied (photographs, documents, oversized or fragile items)	\$.25	\$.25
From microfilm, self-serve	\$.25	\$.25
From microfilm, staff copied	\$.25	\$.25
PDF copies of documents, staff copied, via email	\$.25	\$.25

**Microfilm Reader/Scanners**

Scan/page saved or emailed, self-serve	Free
Scan/page printed from self-serve printer	\$.25

**Digital Images**Delivered as an e-mail attachment. Use fees may apply, see: [Fees for the Use of Still Images](#)

Reference copy (100dpi, 500 pixels on long dimension, jpeg format)	\$.25
Print Quality Copy (300dpi, 100% of original, jpeg or tiff format)	\$15
High Resolution Copy (800dpi, 100% of original, tiff format)	\$30

**Moving Images**Copies are in NTSC, standard definition. Reference copies are low resolution. Additional sizes/formats may be available. See: Fees for the [Use of Moving Images and Sound Recordings](#)

Reference copy, previously digitized, delivered electronically	\$2.50
Reference copy, duplication on video DVD or MP4 file	\$5.00
Additional lab service charge if required (prepping original media for duplication)	Up to four hours: Free Four + hours: \$25 per hour

**Sound Recordings**

Reference copy, previously digitized, delivered electronically	\$2.50
Reference copy, audio CD or MP3 file	\$5.00
Additional lab service charge if required (prepping original media for duplication)	Up to four hours: Free Four + hours: \$25 per hour

**Loans**

Microfilm reel (through interlibrary loan to a library only; maximum of 4 reels for 6 weeks)	\$4.00 per reel for shipping (shipping and materials)
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**Microfilm****35mm reel, 16mm, or Microfiche**

Silver halide (Archival Quality)	Vendor Cost
Microfilm converted to digital (1-2 reels)	Vendor Cost

Contact microfilming department: [mary.woltemath@nebraska.gov](mailto:mary.woltemath@nebraska.gov)

***Shipping & Handling***

Unless otherwise arranged by the customer, the NSHS will ship products via First Class USPS mail at the actual cost of shipping and materials. Shipping and material fees for overseas delivery, oversize materials, or large orders are also at cost, contact the Reference Staff at [nshs.reference@nebraska.gov](mailto:nshs.reference@nebraska.gov) for a price quote.

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