

Nebraska State Historical Society Access and Use Fee Schedule

Effective September 14, 2026

Nebraska State Historical Society (NSHS) collections are held in trust for the people of the State of Nebraska. Providing access to these collections is central to the agency's mission. Physical access to the vast majority of NSHS holdings is available free of charge at the James E. Potter Research Room in Lincoln, Nebraska. Access requests that require staff research, lab work, or other special curatorial assistance may incur fees.

The Nebraska State Historical Society offers both copy services and digitization for collections materials including photographs, documents, portions of published materials (according to copyright limitations), moving images, sound recordings, and images of artifacts. These services may be limited, at NSHS staff discretion, to ensure long term preservation of original materials. This schedule outlines the fees charged by NSHS for low resolution digital copies and for high-resolution digital surrogates of collection materials. Additional sizes and/or formats may be available upon request.

Permission for the use of digital images is documented in an agreement between the Nebraska State Historical Society and the user. For details on NSHS guidelines for use see the NSHS Use Policy.

Access copies: "photocopy" or similar quality digital reproduction

Discovery and duplication of requested materials (in excess of 8 hours of staff time per patron per request) shall be charged by each additional hour of staff time required	\$30.00 per hour
"photocopy" or similar quality digital reproduction (text-based documents only up to 11 x 17 inches; PDF only) *	\$0.25 per page/image

*For certain types of objects (fragile items or media formats such as photographs, negatives, moving images, or sound recordings), digitization may be required. These materials are subject to the high-resolution fee schedule below.

Research Services

All are welcome to contact staff at the James E. Potter Research Room for access to collections held by the Nebraska State Historical Society and to receive guidance from our knowledgeable staff, free of charge. Staff can conduct research on your behalf for a non-refundable fee, as outlined below. Staff will document their research efforts and share the results at the conclusion of the search.

Basic Research: a specific search producing a single record (ex: obituary, marriage, or other record types); staff time not to exceed 30 minutes; includes scans up to 10 pages, additional pages may incur an additional copy fee	\$25.00 per search
Complex Research: a broad search on a topic requiring consultation of multiple sources (ex: homestead records, court records, and other record types); staff time not to exceed 75 minutes; includes scans up to 25 pages, additional pages may incur an additional copy fee	\$50.00 per search

Additional Services

Mailing	Actual cost of postage
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High Resolution Digital Surrogate Fee Schedules

Paper Based Materials (Manuscripts, Government Records, Maps, etc.)

600 DPI; Per Page	\$1.00 per page
Oversized Archival and Library Materials (Items larger than 11" X 17", such as maps, architectural drawings, posters, etc.)	\$10.00 per page

Photographs

Digital Image @ 300 DPI	\$15.00 per image
Digital Image @ 600 DPI	\$30.00 per image

Microfilm

Digitization of whole microfilm reels (both 16mm and 35mm)	\$75.00 per reel
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3D Objects

Photography Fee: staff will take high resolution photos of 3D objects not currently available in the online catalog, PastPerfect	\$25.00
Digital Image @ 300 DPI	\$15.00 per image
Digital Image @ 600 DPI	\$30.00 per image

Audiovisual materials

- **Film/video format:** 720x480 (or native aspect ratio if different) Standard Definition (SD) AVI file for formats such as ¾” U-Matic tapes, VHS tapes, 1” Reel-to-reel, Betacam-SP, and DVD. 3840x2160 (or native aspect ratio if different) Ultra High Definition (4K) QuickTime file for 16mm, Super 8mm, and 8mm film.
- **Audio format:** WAV file
- Moving image and audio digitization requests may only be made for an entire reel/tape/file. No individual portions/segments may be requested.

Film

Includes 16mm, Super 8, 8mm

Film	\$0.10 per foot
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Video

Includes ¾” U-Matic tapes, VHS tapes, 1” Reel-to-reel, Betacam-SP, DVD

Video	\$30.00 per 30 minutes or portion thereof
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Audio Recordings

Includes Cassette tapes, Audio reel-to-reel, records, CD

Audio	\$30.00 per 30 minutes or portion thereof
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Use Fees

Use fees support the preservation and maintenance of the Nebraska State Historical Society's collections. No use fees are charged for use by individuals for personal enjoyment, private study, scholarship, or research. Other uses are subject to fees. All use fees are charged on a per use basis.

Use categories are defined as:

Personal Use: The image(s) will be used only in a private home or office, not in a business setting. The images cannot be reproduced or used for sales purposes.

Non-Commercial Use: The image(s) will be published, displayed, or broadcast by a 501(c)(3) organization. Nonprofits must submit their nonprofit tax ID number, otherwise known as an Employer Identification Number (EIN).

Commercial Use: The image(s) will be published, displayed or broadcast in a commercial environment for profit. This includes commercial websites representing a person or corporation selling goods or services.

Commercial Use, small scale production: The image(s) will be published, displayed or broadcast in a commercial environment for small scale productions. This may include small print runs (less than 5,000 copies, independent film productions, etc.)

Fees for the Use of Still Images

Private use, research use, public educational lectures, classroom instruction, use by Nebraska Government Agencies (state, local or tribal), or exhibit use by Nebraska cultural institutions	No Use Fees
Commercial Use, Small scale production	\$40.00 per image
Commercial Use	\$125.00 per image
Non-Commercial Use (must provide proof of non-profit status)	\$30.00 per image

Fees for the Use of Moving Image and Sound Recordings

Private use, research use, public educational lectures, classroom instruction, use by Nebraska Government Agencies (state, local or tribal), or exhibit use by Nebraska cultural institutions	No Use Fees
Commercial Use (for example: television or radio broadcast production, motion picture production, sound recording production, advertisement, website, performance or presentation)	\$125.00 per 10 seconds or portion thereof
Commercial Use, Small scale production	\$40.00 per 10 seconds or portion thereof
Non-Commercial Use (must provide proof of non-profit status)	\$30.00 per 10 seconds or portion thereof

Fees for Use of Collections Spaces for Filming or Photography

Non-Commercial Use, up to 4 hours; over 4 hours subject to \$30.00/hour	No Use Fees (up to 4 hours)
Commercial Use	\$30.00 per hour