

The State Historical Society of Missouri/Western Historical Manuscript Collection
Fee Schedule

All services may not be available at every research center

Photocopying (Black & White)
Letter and Legal

Number of Copies	Per Page
1-200	\$.20
201-500	.35
501-1,000	.50
1,001 & above	1.00
11" x 17"	.40
Photocopies from Microfilm	
Self-service	
8.5" x 11"	.25
11" x 17"	.50
Staff (any size)	.75

Mailing Charges

Number of Pages	Cost
1-5	\$.50
6-10	1.00
11-15	1.50
16-20	2.00
21-25	2.50
26-30	3.00
31-35	3.50
36-40	4.00
41-45	4.50
46-50	5.00
51-75	6.50
76-100	8.00
101-150	10.00
151-200	12.00
201 plus	\$15.00

International postage is cost of postage (rounded up to next dollar) plus \$2.00

Photographic Reproduction

Usage Fees

Waived for:

University of Missouri publications (including University of Missouri Press)
Missouri state agencies and officials
Missouri media

Personal use (May be waived at the discretion of senior staff/associate directors)	\$10.00
Not-for-profit organizations*	\$10.00
For-profit/commercial publications, media productions, and Web sites	\$50.00
For-profit/commercial displays and merchandising	\$75.00

*Must be accompanied by documentation of state or federal not-for-profit status

Digital Images

Default (approx. 8" x 10" at 300 dpi; originals under 11" x 17")	\$10.00
Preview (if already digitized; approx. 4" x 5" at 72 dpi; not for publication)	\$2.00
Oral history transcripts (if already digitized)	\$10.00 per transcript + CD and \$2.00 postage
Microfilm/books (jpg or pdf)	\$2.00 per item + CD and \$2.00 postage
Oversize or special orders may require an additional \$25.00 service charge	

Delivery Method

Web (ftp)	\$2.00 per order
CD	\$5.00 per order + \$2.00 postage

Prints

Reproduction on photo paper up to 8.5" x 11" \$10.00 scan fee + \$15.00 + postage

Blueprints

Cost of copying at vendor + \$25.00 per sheet

Interlibrary Loans

(1-2 reels, two weeks use)

	Members	Nonmembers
Missouri and out-of-state (except Alaska)	\$9.00	\$10.00
Alaska	\$12.00	\$13.00
Canada	\$20.00	\$21.00

State Historical Society members with *annual* memberships at the [Supporting level or higher](#) may [borrow microfilm directly](#) and bypass the interlibrary loan procedure.

Research Fees

Research fees are nonrefundable and do not guarantee that relevant information will be found.

Finding Aids

Free

State Historical Society

	Newspaper Research (one name, with exact date and place of event)	General Research (up to 3 specific requests totaling 60 minutes)
SHS members	\$5.00 & up to ten copies (legal size paper or smaller)	\$10.00 & up to ten photocopies (legal size paper or smaller)
Missouri nonmembers	\$10.00 & up to ten copies (legal size paper or smaller)	\$15.00 & up to ten photocopies (legal size paper or smaller)
Out-of-state nonmembers	\$15.00 & up to ten copies (legal size paper or smaller)	\$20.00 & up to ten photocopies (legal size paper or smaller)

Online Newspaper Index Research (includes scan and e-mailing of image)	\$1.50 per citation
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Western Historical Manuscript Collection

Missouri Residents (up to 3 specific requests)	\$10.00 & up to ten copies (legal size paper or smaller)
Nonresidents (up to 3 specific requests)	\$20.00 & up to ten copies (legal size paper or smaller)

Rush Fees

Rush orders are accepted at the discretion of senior staff/associate directors.

Research Copies and Digital Images	\$25.00 in addition to usual research fee twice the usual price
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8 June 2009