

St. Louis Mercantile Library

Effective September 1, 2010



Professional Image Services Price List

Subject to Change without notice.

The St. Louis Mercantile Library responds to all requests. However, due to current staff restrictions, the following limits on the level of service have been put in place.

- In-depth MercSource research can only be provided to a limit of 30 minutes of staff time. Broader research requests can no longer be undertaken by staff; patrons are encouraged to visit the Library to view relevant materials in person.
- Patrons doing research at the Library who request photocopies can receive up to ½ hour of staff photocopy assistance while the patron waits. Photocopy requests requiring more than ½ hour to fill, and requests for digital images, will be completed at the discretion of the reference staff and mailed to the patron.
- To place an order for MercSource service, please contact us first by telephone, fax, letter or e-mail to discuss your needs.
- Once we've advised you that we may be able to assist, we'll send you an authorization form to complete and to fax, mail or e-mail back to us. If you are a new patron and pay by check or money order, we must wait for your payment before proceeding.
- A maximum of three (3) searches may be submitted per request. Additional requests from the same patron will not be addressed until the first submission is completed.
- Photocopies / scans of information are still available. However, patrons must provide complete information about the source of the image; staff time cannot be allotted to searches based on incomplete information.
- Normal turn-around time is 21-28 business days, but can be considerably longer depending on the request. We cannot guarantee that the request can be filled within a specific time frame.
- Please note the MercSource research time, and copying and transmittal costs *apply to any authorized work, whether or not we are able to locate the materials suitable to you.*
- We will work only up to the limit you set or less, and charge you only for work actually done.
- Postage, Express, courier and other shipping charges are additional.

Service	Non-member	Member
Research and copying Per hour, charged in ¼ hour increments	\$66.00	\$55.00
Xerographic copies, ea. letter and legal /11x17.	\$0.35/0.45	\$0.20/0.35
Xerographic copies, ea. from microforms.	\$0.70	\$0.35
Fax, local/long dist. per page.	\$1.40/2.20	\$1.40/2.20
Low resolution scanned images, each MS-DOS/Windows only for review and placement only.	\$12.00	\$10.00

PAYMENT

- All orders payable upon order or receipt.
- Billing customer terms: MasterCard, VISA, check or money order accepted. Make checks payable to: St. Louis Mercantile Library.
- *New customers:* Payment in advance required for the amount you authorize by check or money order, or by providing MasterCard or VISA account information. We will charge your account only for work actually done; if you pay by check or money order, we will refund any overpayment.

Established billing customers: We will invoice you for the charges for actual time worked and fees, to total not more than any maximum authorized.

Photographic Reproduction and License Fees

For use in print, film, video, computer and other productions

Prices are per image for production use. The basic fee per image includes:

- Any copy photography or scanning necessary (negatives and inter-negatives made are retained by the Library).
- A black-and-white or color photographic print (size 8x10 in., glossy finish, on RC paper) or 4x5 in. or 35mm transparency, except when an image previously obtained and licensed from us is re-licensed for a new use.
- Fee for one-time use as licensed by the Library; see other side for details.
- Handling and delivery by first class mail. Courier, express or other premium delivery charges are additional.

Please note:

- Prints or transparencies you order *may not be returned for refund or credit*, whether or not they are used in the proposed production for which they have been licensed. Images not used may, however, be re-licensed.
- Normal turnaround time: 10 working days from receipt to shipping. Allow time for transit to you. Rush charges (+50% to +100%) apply to tighter deadlines. Rush jobs are accepted at the discretion of the Library.

Editorial Use

Uses in which the image *appears only once* in the *main body* of a *single production in one medium only*, with a non-advertising, non-promotional, non-fund-raising focus or purpose (e. g. a book, article, informational brochure or pamphlet, motion picture, television program, video, CD-ROM or computer product, or World Wide Web page), produced in one language and one edition only, under one title only, and distributed or broadcast only in North America (United States, Canada, Mexico and Caribbean islands). If a print or computer media product, for 10,000 copies or less. Other rights may apply. Use in a poster, postcard, calendar, publication cover, product cover or container, dust jacket or book-end-papers at Non-Editorial Advertising/Promotional Use fees (see below).

Basic Fees	Non-member	Member
<i>Delivery medium</i>		
Black-and-White print	\$55.00	\$40.00
Color print or transparency	\$55.00	\$40.00
Scan (300-600 dpi)	\$55.00	\$40.00
Reuse/Re-license of image Previously licensed.	\$35.00	\$25.00

Other Fees *In addition to the basic fees listed above*

Produce 10,001-25,000 copies	\$35.00	\$25.00
More than 25,000 copies	\$70.00	\$55.00
Additional language or edition	\$35.00	\$25.00
Multiple appearances in film, TV, video or computer media	\$25.00	\$20.00
Additional distribution per continent	\$35.00	\$25.00
Worldwide distribution outside North America	\$110.00	\$90.00

Non-editorial, Advertising or Promotional Use

Uses in which the image *appears only once* in the *main body* of a *single production produced in one medium only*; appears on a publication cover, dust jacket or on book end-papers; appears in postcards, posters, calendars or similar unbound material; and/or which has an advertising, promotional or fund-raising focus or purpose (including promotional books, magazine articles and special advertising sections; annual reports; advertising or promotional brochures or pamphlets; promotional brochures or pamphlets; promotional motion pictures, videos and television programs including 'infomercials'; CD-ROMs, computer products, or World Wide Web pages with advertising, promotional or fund-raising purpose) produced in one language and one edition only, under one title only, and distributed or broadcast only in North America (United States, Canada, Mexico and Caribbean Islands). If a print or computer media product, for 10,000 copies or less. Additional fees apply to other rights.

Basic Fees	Non-member	Member
<i>Delivery medium</i>		
Black-and-White print	\$140.00	\$115.00
Color print or transparency	\$140.00	\$115.00
Scan (300-600 dpi)	\$150.00	\$115.00
Reuse/Re-license of image Previously licensed.	\$110.00	\$100.00

Other Fees *In addition to the basic fees listed above*

Produce 10,001-25,000 copies	\$70.00	\$45.00
More than 25,000 copies	\$135.00	\$110.00
Additional language or edition	\$70.00	\$55.00
Multiple appearances in film, TV, video or computer media	\$45.00	\$35.00
Additional distribution per continent	\$70.00	\$45.00
Worldwide distribution outside North America	\$275.00	\$250.00
All media campaign per continent	\$550.00	\$440.00
All-media campaign Worldwide distribution outside North America	\$1,100.00	\$1,000.00