

**Subject: Fees for Reproduction of Archival Materials**

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The mission of Monterey County Free Libraries is to bring ideas, inspiration, information and enjoyment to our community.

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Reproduction of archival materials requires professional services and staff assistance beyond the limits of reference services provided free of charge by MCFL. Therefore, the Board of Supervisors has established that MCFL has the right to set up fees as appropriate for staff time, actual materials costs and use of related equipment.

**Fees for Digital Reproduction of archival materials by staff:**

- Existing digital image file without alteration:
  - o \$20.00 per image (personal/research/nonprofit use)
  - o \$35.00 per image (publication/commercial use)
- Newly created or altered digital files: Add \$20 to digital image charges.

**Fees for photocopying of archival materials by library staff:**

- \$5.00 per order or \$.50 per photocopy, whichever is greater, plus postage.

**Fees for reproduction of archival materials by photographic services, duplication services or other vendors:**

Will be the total of:

- The itemized cost of the requested reproductions charged by the vendor, and sales tax charged by the vendor.
- 20% of the above amount for Library staff handling and processing.
- The itemized cost of any negatives or digital images produced for retention by the library.

**Fees for Staff Assistance:**

MCFL may establish fees for staff assistance for large reproduction requests or other services above standard reference requests.