



**TEXAS STATE LIBRARY AND ARCHIVES COMMISSION**  
**State & Local Records Management Division**  
**IMAGING MICROFILM SERVICES**  
**FEE SCHEDULE (FY 2016)**

The following fees will be charged for services provided to state agencies or local governments by the Texas State Library and Archives Commission in the State Records Center at 4400 Shoal Creek Boulevard in Austin, Texas.

| MICROFILMING IMAGING AND DUPLICATING SERVICES        | Unit      | Fee         |
|--|-----------|-------------|
| 1. Frames Filmed (Rotary Camera/16 mm)               | Per Frame | \$ 0.07     |
| 2. Frames Filmed (Digital Archive/16 mm)             | Per Frame | \$ 0.07     |
| 3. Original Reels Processed (5 Mil)                  | Each      | \$15.00     |
| 4. Original Reels Processed (2.5 Mil)                | Each      | \$20.00     |
| 5. Original Reels Processed (35 mm)                  | Each      | \$15.00     |
| 6. Reels Duplicated Silver (2.5 Mil – 16 mm)         | Each      | \$30.00     |
| 7. Reels Duplicated Silver (35 mm Direct)            | Each      | \$35.00     |
| 8. Reels Duplicated Silver (35 mm Print)             | Each      | \$35.00     |
| 9. Reels Duplicated Silver (5 Mil)                   | Each      | \$25.00     |
| 10. Reels Duplicated Diazo (2.5 Mil – 16 mm)         | Each      | \$20.00     |
| 11. Reels Duplicated Diazo (5 Mil – 35 mm)           | Each      | \$25.00     |
| 12. Reels Duplicated Diazo (5 Mil – 16 mm)           | Each      | \$20.00     |
| 13. Jackets Loaded                                   | Each      | \$2.50      |
| 14. Jackets Duplicated Diazo                         | Each      | \$2.00      |
| 15. Magazine Loaded                                  | Each      | \$3.00      |
| 16. Digital Scanning Services                        | Call      | Call        |
| 17. Document Preparation                             | Per hour  | \$40.00     |
| 18. Data Entry – per line*                           | Per Line  | \$0.30      |
| 19. Postage  | Each      | actual cost |
| 20. Regular Deliveries/Pickups (in City of Austin)   | Each      | \$10.00     |
| 21. Expedited Deliveries/Pickups (in City of Austin) | Each      | \$20.00     |
| 22. Delivery mileage charge (outside City of Austin) | Per Mile  | \$ 0.75     |
| 23. Minimum order for filming services               | Each      | \$150.00    |

**Fees are assessed on the total volume of microforms stored on the last calendar day of each month.**

*\*The data entry fees will be waived if the customer enters their own data into the State Records Center automated inventory system. The fee will only be assessed if the customer prefers for SRC staff to data enter containers in the system after implementation. No charges will be assessed until the system is functional and external for six months to give all customers an opportunity to receive training on how to use the system.*

## Microfilming, Imaging and Duplicating Services Descriptions

The Imaging Services Unit of the State Library and Archives Commission's Records Management Division (RMD), offers some microfilm imaging services to state agencies and local governments. All microfilm produced by the unit meets the requirements found in the *Microfilming Standards and Procedures* for state agencies and local governments.

**1. Source Document Microfilming:** Imaging Services films documents on rotary cameras using 16mm film. The charges includes film processing; quality control editing according to client requirements; methylene blue testing; proper targeting and certification; density and resolution readings; and computer-generated container labels and transmittal Information that provide the records series title, roll number, and beginning and ending contents of each roll.

**2. Digital Archiving Services:** Digital archiving converts scanned images to archival microfilm for permanent storage and vital/essential record protection in the case of disaster (including technology obsolescence). Input file format should conform to TIFF Group IV single page specifications and can be sent to the Texas State Library using CD-ROM or portable hard drive. Output format is archival 16mm silver halide microfilm. The charges includes film processing; quality control editing according to client requirements; methylene blue testing; proper targeting and certification; density and resolution readings; and computer-generated container labels as well as transmittal information that provide the records series title, roll number, and beginning and ending contents of each roll.

**3-5. Original Reels Processed:** For reels of film produced by agency and sent to Imaging Services for processing. The charges includes film processing; quality control editing according to client requirements; methylene blue testing; proper targeting and certification; density and resolution readings; and computer-generated container labels.

**6-12. Reels Duplicated:** A secondary silver film or diazo copy for agency use or distribution. The charges include quality control editing according to client requirements.

**13. Jackets Loaded:** Jacket services include, cutting film, loading film into jacket sleeves or channels, adding to the jacket and manually labeling each jacket.

**14. Jackets Duplicated:** Microfiche diazo copy of jacket.

**15. Magazine Loaded:** Charges for services to load a roll of microfilm into a magazine/cartridge and add a leader or remove a roll from a magazine/cartridge. The magazine/cartridge of the customer's choice will be provided at cost to the customer as well. The three dollars is for loading/unloading and adding a leader only.

**16. Digital Scanning Services:** Imaging Services will offer this service beginning in FY16.

**17. Document Preparation:** Document preparation involves repairing and arranging documents in the proper order, purging documents not requiring filming, removing fasteners, stamping/coding, inserting targets, etc.

**18. Data Entry:** In FY15 the State Records Center anticipates implementation of a new automated inventory system. As a service to our customers we will data enter accession information for a cost of \$0.30 per line. If customers do their own data entry, the cost will be waived. Customers will only incur this charge if they task accession paperwork entirely to the State Records Center staff.

**19. Postage and Handling:** Actual charges will be added for postage and handling to return Source documents and reels to the customer. Customer can request special services such as Delivery Confirmation.

**20. Regular Deliveries/Pickups (in city of Austin):** Records requested will be delivered typically within one business days or customer can schedule one trip per week. Fee is assessed each way for each stop (individual, department, floor, building, etc.).

**21. Expedited Deliveries/Pickups (in city of Austin):** Applies to same-day RUSH requests.

**22. Delivery Mileage Charge (outside city of Austin):** Applies to actual mileage for pickups or deliveries outside the City of Austin city limits. This is in addition to the Regular or Expedited delivery/pickup charges.

**23. Minimum Order of Filming Services:** of \$150.00 will be charged at the end of each month for any customer that has a total film service cost of less than that amount.

**Other Services:** Other services are available and will be discussed with customers and estimates quoted before beginning work. Other services could include hourly charges to research microform contents on customer's behalf; to search multiple reels for particular images; to re-box customer's materials if received in poor condition, or not in acid free containers (including per box charge for new boxes); and hourly rates charged for custom reports (standard reports will be available at no charge). Please call for quote.

**Negotiating Fees:** In certain circumstances, TSLAC may bid on imaging contracts to provide services to state and local governments. Agreements that vary from the fee schedule must be approved on a case by case basis by the Director and Librarian.

### Definitions

The following words and terms, when used in these sections, have the following meanings, unless the context clearly indicates otherwise. Terms not defined in these sections have the meanings defined in the Government Code, § 441.031-441.039 and § 441.051-441.062 for state agencies and state universities. For local governments, terms not defined in these sections have the meaning defined in the Local Government Code Chapters 201-205.

**Agency:** A state executive, judicial, or legislative department, institution, board, or commission, including an eleemosynary institution.

**Cubic Foot (CF):** The industry standard is to assess a standard record storage box with the lid at 1.2 cubic feet.

**Customer:** Includes state agencies and units of local government.

**Local Government:** A county, including all district and precinct offices of a county, municipality, public school district, appraisal district, or any other special-purpose district or authority.

**Microfilm:** Roll microfilm, microfiche, computer output microfilm (COM), and all other formats produced by and method of microphotography or other means of miniaturization on film.