



SOUTH DAKOTA STATE ARCHIVES FEE SCHEDULE

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Effective September 8, 2020

Foreign patrons must send their fees in U.S. dollars. We accept Visa, Mastercard, American Express, and Discover.

The State Historical Society reserves the right to refuse requests for research, digitization, or reproduction if, in the opinion of the State Archivist, the act would produce an undue burden on staff, or would result in damage, inappropriate use, and/or dissemination of State Archives collections.

Research Services

\$15.00	Search of a single record (e.g. one obituary or naturalization record) that require less than 30 minutes to complete.
\$25.00 per hour	Search of multiple records and resources. Includes up to 10 photocopies or 2 microfilm copies and standard mailing.
\$30.00 per hour + costs	Other services not listed.

Photocopies

Cost per page	Size of copy
\$0.25	Letter (8.5"x11") or Legal (8.5"x14")
\$0.50	11"x17", black and white
\$1.00	11"x17", color
\$5.00	>11"x17", black and white
\$10.00	>11"x17", color
\$1.00	Any size printed from microfilm reader

\$0.50 per page	Survey notes
\$3.00 per plat	Survey plats

Certification

\$10.00	Certification of a single record
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Digital Cameras

\$15 per day	Unlimited use of a personal digital camera for text-based documents
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Digital Reproduction Fees

Note: These fees include delivery by email or file sharing service. Delivery by USB flash drive costs an additional \$5.00.

Scanning of Physical Items	
\$15.00 per scan	For high-resolution scans of photographs and maps State Historical Society members; South Dakota state, local, and tribal government agencies; and South Dakota not-for-profit organizations pay \$10 per scan.
\$2.00 per scan	For other text-based materials

Reproduction of Existing Digital Files (previously digitized or born-digital)	
\$15.00 per file	Digital photographs and maps State Historical Society members; South Dakota state, local, and tribal government agencies; and South Dakota not-for-profit organizations pay \$10 per file.
\$10.00 per file	Digital audio and video recordings
\$1.00 per page, with maximum of \$25.00 per file	Reproduction of text-based digital files

Interlibrary Loan Services

Available for newspaper microfilm only. Prepayment by check, money order, or credit card is required. College and university libraries may be billed by email invoice with prior permission.

\$10.00 per reel, with a maximum of four reels per request.

Reels are due back to the State Archives five weeks after receipt. A 30-day microfilm ILL extension can be granted, if the State Archives is notified prior to the due date by phone or email. Otherwise, a \$10.00 per reel late fee will be charged.

The replacement cost for lost microfilm is \$50.00 per reel.

Discounts

Visiting K-12 and postsecondary students receive 50% off photocopies and digital reproduction fees.

South Dakota State Historical Society members receive 10% off research services and photocopying fees. Members also receive a \$5.00 discount on digital reproduction fees for photographs and maps.

Discounts do not apply to services provided by the Special Projects Program.

Use Fees

Use fees are charged when items from the collections are published and are in addition to any reproduction fees. They must be paid, and a Use Form completed, prior to publication.

Payment of the use fee does not constitute permission to reproduce works that are copyrighted. Use fees are non-refundable and are used to support the preservation and maintenance of our collections.

Private use, public lectures, classroom instruction, or research	No use fees
South Dakota State Historical Society Members	No fees up to 10 items per project
For-Profit Corporations, Partnerships, Private Businesses, and Individuals	In-State: \$10.00 per item Out-of-State: \$25.00 per item International: \$30.00 per item
Not-for-Profit Organizations (must provide proof of status)	In-State: no fee Out-of-State: \$10.00 per item
Government Agencies (state, local, or tribal)	In-State: no fee Out-of-State: \$10.00 per item

Special Projects Program

Note: Scanning fees include delivery by file sharing service. Delivery by USB flash drive costs an additional \$5.00. Discounts do not apply to services provided by the Special Projects Program.

Microfilm Reproduction	\$40.00 per reel
Microfilm Scanning (16mm or 35mm, greyscale or bitonal)	
TIFF/JPEG	\$0.10 per image
PDF/Crop/Split Pages	\$0.10 per image
Bookmarking/Indexing	\$0.20 per image
OCR	\$0.20 per image
Scanning (books, volumes, and other large-scale scanning projects)	\$0.30 per page
Other Services	\$30.00 per hour plus costs