

University of Notre Dame Archives Services Pricing

The University Archives provides service to campus units in two general categories: a) standard; and b) custom. Standard services are of a type required by all university units; custom services are tailored to the specialized needs of individual units. Standard services are routine in nature and are provided without charge; custom services require a disproportionate allocation of the Archives' resources and are, as a consequence, billable.

a) Standard services can generally be understood to include the care and retrieval of historical records and information that facilitates the routine business of the university.

b) Custom services in contrast generally involve research, retrieval and distribution of materials for special projects.

The Archives traditionally has provided reference service, including a limited number of copies of historical material, free of charge to students and faculty members for class projects or classroom instruction. This will continue; however, if the extent of such requests escalates beyond a reasonable level, the Archives may impose custom services fees after consultation with the individual and authorization to proceed.

All costs associated with the creation and transfer of records prior to their receipt by the Archives are the responsibility of the offices of origin of those materials. Materials should be transferred to the Archives in approved containers, media or format, in accord with procedures published by the Archives. All costs thereafter associated with the long term preservation and processing of materials for permanent retention, and their retrieval and delivery for future use, are the responsibility of the Archives.

Campus units are not charged for retrieval of information, or the return of individual files from their own records. Requests that involve a substantial research component undertaken by the Archives are done without charge if there is a critical business need or the anticipation of negative business impact; all other requests that require extensive research by the Archives, and/or the production of copies for such projects, are defined as special projects and are subject to custom service fees. Archives personnel will consult with and obtain approval from departments in advance of beginning custom service projects. Authorized personnel from campus units are free to conduct their own research in the Archives in any records to which they are granted access.

Re-purposing historical material for revenue production in support of its program is the prerogative of the Archives; other revenue producing projects may be undertaken with individual units as project partners.

No campus unit shall act as the intermediary to acquire materials from the Archives for use by third parties. All third parties must deal with the Archives directly.