



LOUISIANA STATE UNIVERSITY

LSU Libraries

Office of the Dean of Libraries

Library Policy Memorandum 4

Revision 1

Approved by Dean's Council, August 6, 1992

Reviewed by Dean's Council, July 30, 2002

Reviewed by Dean's Council, August 1, 2007

Subject: Permissions, Fees and Royalties for Publication of Library Materials

Purpose: Establish policy for granting permission to publish images or texts preserved in the LSU Libraries, and for charging fees and royalties

POLICY

Any display, publication or commercial use of any image or text owned by the LSU Libraries must be authorized in writing in advance by the Libraries. In order to help recover some of the costs of preserving, organizing, and servicing the materials that support research, the Libraries reserves the right to assess fees and/or royalties for the privilege of publishing textual and graphic materials from its collections. In order to assist in the process of scholarly communication, such fees and/or royalties are ordinarily waived when the publications in question are not-for-profit and primarily intended for scholarly purposes, such as articles in scholarly journals and books published by University or other not-for-profit publishers. Articles in trade and popular journals and books published by trade and specialty publishers will be subject such to fees and/or royalties. In addition, the Libraries may also make such charges as necessary to recover costs for restoration, rebinding, or otherwise returning materials to usable or appropriate condition. The LSU Libraries reserves the right to make the determination of applicability of such fees, royalties, and or costs. Permission to publish an image or text may be predicated upon agreement to pay fees, charges and/or royalties stipulated by the Libraries.

Any display, publication, or commercial use of any image or text from the LSU Libraries must include an appropriate attribution of the source of the material, in a form specified by the Libraries. Two copies of any publication reproducing materials in the LSU Libraries must be provided gratis to the Libraries.

PROCEDURE

When requests to publish library materials are received they should be routed to the Head of Special Collections Public Services, who will consult with the Head of Special Collections as necessary, for the determination of the applicability and amount of a publication fee and or

royalty. Fees will be assessed for the publication of single discrete items. The amount of the fee will be determined by the type and extent of the material to be published and the nature of the publication. A minimum fee is established by the Dean of Libraries and is reviewed annually for adjustment. When the material to be published comprises an extensive corpus of a coherent whole, a royalty, based on the percentage of sales, may be assessed. Any charges for preservation, restoration, rebinding or other conservation work will be based on recovering any costs incurred.