

# WAYNE STATE UNIVERSITY

Walter P. Reuther Library ♦ 5401 Cass Avenue ♦ Detroit, MI 48202 ♦ (313) 577-4024

## Audiovisual Asset Request Form

Orders for images should be emailed as PDFs to: [ai0027@wayne.edu](mailto:ai0027@wayne.edu) or [ag5489@wayne.edu](mailto:ag5489@wayne.edu). Orders for audio or moving images (film or video) should be emailed to: [ac7689@wayne.edu](mailto:ac7689@wayne.edu).

### Item(s) Requested

Identifying number(s), Title, or Description (separated by commas are fine):

Digital Format Requested: (check one)

JPEG  TIFF  MP3  WAV  MP4  MOV  OTHER: \_\_\_\_\_

Digital Image Resolution Requested: (check one)

72 dpi  300 dpi  600 dpi  OTHER: \_\_\_\_\_

Reproduction Costs (click on hyperlink to get to fees)

for your specific reproduction costs, see [http://reuther.wayne.edu/files/REPRODUCTION\\_Table\\_2014.pdf](http://reuther.wayne.edu/files/REPRODUCTION_Table_2014.pdf)

\$  reproduction cost per item X amount of items requested  + 6% Michigan Sales Tax \$  = \$

### Licensing / Use Fees

What will the asset be used in?:

If applicable, what is the print run or circulation (if published), language, geographic distribution, distribution format(s), and time span of the rights desired?

Licensing/Use Costs (click on hyperlink to get to your specific fee chart or go to [www.reuther.wayne.edu](http://www.reuther.wayne.edu) Audio Visual page)

for image use fees, see [http://reuther.wayne.edu/files/USE%20FEES%20FOR%20IMAGES\\_Table\\_2014.pdf](http://reuther.wayne.edu/files/USE%20FEES%20FOR%20IMAGES_Table_2014.pdf);

for audio use fees, see [http://reuther.wayne.edu/files/USE%20FEES%20FOR%20AUDIO\\_Table\\_2014.pdf](http://reuther.wayne.edu/files/USE%20FEES%20FOR%20AUDIO_Table_2014.pdf);

for moving image (film/video) use fees, see [http://reuther.wayne.edu/files/USE%20FEES%20FOR%20MOVING\\_Table\\_2014.pdf](http://reuther.wayne.edu/files/USE%20FEES%20FOR%20MOVING_Table_2014.pdf)

\$  licensing cost per item X amount of items requested  + 6% Michigan Sales Tax \$  = \$

You will be contacted by an AV Archivist about your order. Upon completion, you will receive the asset(s) you ordered, an invoice, and a License Agreement. Please allow 1 to 2 weeks to complete your order.

### Billing / Shipping / Licensing Contact Information

Bill charges to:

Name:  
Address:  
  
Phone:  
Email:

Ship Asset(s) to:

Name:  
Address:  
  
Phone:  
Email:

Name and Address of the person responsible for the "use" of the asset who will sign the License Agreement: