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 or ag5489@wayne.edu. Orders for audio or moving images (film or video) should be emailed to: 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

$ [____] 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 Audio Visual page)
for image use fees,, see 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;
for moving image (film/video) use fees, see 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 recieve 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:

* PLEASE NOTE THAT IF YOU ARE TAX-EXEMPT, YOU MUST PROVIDE A COPY OF THE OFFICIAL TAX-EXEMPT LETTER.