

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)

for image use fees, see http://reuther.wayne.edu/files/USE%20FEES%20FOR%20IMAGES_Table_2014.pdf;

for audio use see http://reuther.wayne.edu/files/USE%20FEES%20FOR%20AUDIO_Table_2014.pdf;

for moving image (film/video) 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 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: