



# Audiovisual Asset Request Form

Orders for images, audio, or moving images should be emailed as PDFs to: reutherreference@wayne.edu

## Item(s) Requested

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

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: \_\_\_\_\_

See attached schedules for reproduction and use fees

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

## Licensing / Use Fees

What will the asset be used in? (include ebook, if applicable)

Print run or circulation (if published)..

Size of audience (if streamed, played, displayed, broadcast, or shown).....

Territory (Geographic distribution).....

Term of use (5 years or less) .....

Which Archivist are you working with (if any)?

See attached schedules for reproduction and use fees

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

You will be contacted by an AV Archivist about your order. Upon completion, you will receive the asset(s) you ordered, an invoice if mail-in payment is requested, 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:

Preferred Method of payment:

Mail in a Check    Online with a credit card  
(You will receive instructions later)

To make a donation to the Reuther Library, please go to this link: <https://giving.wayne.edu/donate/reuther>

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

Please note: All use rights granted are non-exclusive

# **AUDIOVISUAL REPRODUCTION FEES**

*Reproduction fees are generally in addition to Use fees  
6% Michigan Sales tax is added to all fees.*

<b>Basic Digital Images</b> (Based on 8 X 10)	
Up to 72 dpi	\$3.00
73-300 dpi	\$20.00

<b>Oversized Digital Images</b> (Taken with a digital camera or scanned in several sections and merged)	
Up to 72 dpi	\$10.00
73-300 dpi	\$50.00
3D objects	\$100.00

**Sizes larger than 8X10 or resolutions higher than 300 dpi will be priced by the Archivist on a case-by-case basis.**

<b>Sound and Moving Image Duplication</b>	
Audio Duplication from Analog to Analog	\$10.00
Audio Duplication from Analog to Digital	\$20.00
Audio Duplication from Digital to Digital	\$10.00
Moving Image duplication from Analog to Analog	\$15.00
Moving Image Duplication from Digital to Digital for Reference Use only	\$20.00
Moving Image Duplication from Digital to Digital for Use in final project	\$50.00
Moving Image Duplication from Analog to Digital (mp4) Reference Use only	\$20.00

<b>Off-Site Duplication</b> ( <b>\$500 refundable deposit and a copy of the digitized material is required</b> )	
Audio Duplication from Reel-to-Reel or Cassette Tapes	\$10.00 handling fee per 10 Reel Tapes and/or 20 Cassette Tapes
Moving Image Duplication from 16mm film or Magnetic Tapes	\$20.00 handling fee per 2 films and/or 10 Beta Tapes

<b>Special Services</b>	
Photocopies	\$.25 each
Research Services (especially if no ID numbers are provided)	\$40.00 per hour
RUSH Service (1 day turnaround)	Double Above Fees

**All image files will be transmitted electronically. There are multiple options available for file transmittal. There is a \$5.00 per image fee assessed for undeliverable messages due to problems with the recipients email.**

November 2014

## USE FEES FOR IMAGES

*Use fees are in addition to Reproduction fees.  
6% Michigan Sales tax is added to all fees for in-state patrons.*

<b>INDIVIDUAL OR STUDENT FOR PRIVATE OR EDUCATIONAL USES</b>	
Personal Reference or display in home	\$0.00
K-12 Educational Paper, Presentation, or Multi-media Project	\$0.00
Higher Education Paper, Presentation, or Multi-media Project	\$10.00

<b>PRINT</b> Fees listed are for 5-year terms	Print Run Under 1,000	Print Run Under 5,000	Print Run 5,000 and Over	Print Run over 50,000	Terms longer than 5 years Fee is per additional 5-year term
Book, One Country or Language	\$10.00	\$40.00	\$70.00	\$100.00	1.5x Fee
Book, Multiple Countries and/or Languages	\$40.00	\$100.00	\$160.00	\$220.00	1.5x Fee
Cover Image as Main Illustration	2 X Fee	2 X Fee	2 X Fee	2 X Fee	1.5x Fee
Cover Image as Secondary Illustration	1.5 X Fee	1.5 X Fee	1.5 X Fee	1.5 X Fee	1.5x Fee
Periodical/Journal (includes online use)	\$20.00	\$45.00	\$80.00	\$110.00	N/A
Newspaper (includes online use)	\$15.00	\$15.00	\$20.00	\$30.00	N/A

<b>BROADCAST</b> Fees listed are for 5-year terms	Non-Profit / Educational / Local	PBS / Commercial / North American	Commercial / Worldwide	Terms longer than 5 years Fee is per additional 5-year term
Newscast (includes online use)	\$10.00	\$100.00	\$150.00	1.5x Fee
Television program (includes online use)	\$10.00	\$150.00	\$200.00	2x Fee
Visual Podcast	\$10.00	\$25.00	\$50.00	1.25x Fee

<b>DOCUMENTARY</b> Fees listed are for 5-year terms	Small Market/Audience / Educational	Film Festivals	PBS / Commercial / North American	Terms longer than 5 years Fee is per additional 5-year term
Viewing	\$10.00	\$25.00	\$150.00	2x Fee
DVD / Streaming includes viewing fee	\$25.00	\$75.00	\$250.00	2x Fee

<b>FEATURE FILM</b> Fees listed are for 5-year terms	Commercial, North American Distribution	Commercial, Worldwide Distribution	Terms longer than 5 years Fee is per additional 5-year term
Viewing	\$150.00	\$200.00	2x Fee
DVD / Streaming includes viewing fee	\$250.00	\$350.00	2x Fee

<b>EXHIBIT</b>	Temporary (12 months or less)	Travelling	Permanent
Display or Video Kiosk	\$40.00	\$70.00	\$100.00
Wall Décor for a Business			\$95.00

## **ELECTRONIC / INTERNET / WWW**

Website/Blog ( <i>Non-Profit / Educational / Personal, 72 dpi only</i> )	\$10.00
Website ( <i>Commercial / Corporate, 72 dpi only</i> )	\$30.00
Online class/lecture behind a paywall	\$100.00
Online-only News Outlets/ Websites behind a paywall	\$30.00
Online-only News Outlets / Websites free to access	\$10.00
E-Book only ( <i>no printed publication</i> )	\$100.00
E-Book ( <i>in addition to print publication fee</i> )	\$25.00

## **PROMOTIONAL MATERIALS**

Includes social media posts, posters, pamphlets, commercials, trailers, billboard, interviews, packaging, etc.  
Fee is in addition to Use Fee from above.

Book	\$50.00
Broadcast TV/News	\$50.00
Documentary/Feature Film	\$100.00
Exhibit	\$100.00

***Other uses will be priced by the Archivist on a case-by-case basis***

**\*NOTE:** Because of the delicate nature of older formats, Curatorial fees may be applied to order. All audiovisual assets used must be accompanied by the credit line: *Walter P. Reuther Library, Archives of Labor and Urban Affairs, Wayne State University*, unless otherwise noted in license agreement.

*December 2021*

## **USE FEES FOR AUDIO**

*Use fees are in addition to Reproduction fees.  
6% Michigan Sales tax is added to all fees.*

<b>INDIVIDUAL OR STUDENT FOR PRIVATE OR EDUCATIONAL USES</b>	
Personal reference, Private Study, Educational Presentation (PowerPoint)	\$0
School multimedia video project	\$10.00
Personal website (non-commercial)	\$10.00

<b>BROADCAST</b>	Non-Profit / Educational / Local	NPR / Commercial / North American	Commercial / Worldwide
Radio/Internet/TV (incl. News)	\$5 per 30 seconds	\$50 per 30 seconds	\$70 per 30 sec.
Home Audio/Video, Podcast, CD, DVD	\$10 per 30 seconds	\$70 per 30 seconds	\$90 per 30 sec.

<b>DOCUMENTARY</b>	Small Market or Audience / Educational	Film Festivals	Commercial / North American
Audio Clips	\$5 per 30 seconds	\$10 per 30 seconds	\$50 per 30 seconds

<b>FEATURE FILM</b>	Commercial, North American Distribution	Commercial, Worldwide Distribution
Audio Clips	\$25 per 30 seconds	\$50 per 30 seconds

<b>EXHIBIT</b>	Temporary (12 months or less)	Travelling	Permanent
Video Kiosk or Voice Over (per clip)	\$40.00	\$70.00	\$100.00

<b>ELECTRONIC / INTERNET / WWW</b>	
Website (Non-Profit / Educational)	\$5.00 per 30-second block
Website (Commercial / Corporate)	\$50.00 per 30-second block
Audio Book	\$50.00 per 30-second block
Mobile App	\$100.00 per 30-second block

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*November 2014*

## **USE FEES FOR MOVING IMAGES**

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<b>INDIVIDUAL OR STUDENT FOR PRIVATE OR EDUCATIONAL USES</b>	
Personal reference, Private Study, Educational Presentation (PowerPoint)	\$0
School multimedia video project	\$10.00
Personal website (non-commercial)	\$10.00

<b>BROADCAST</b>	Non-Profit / Educational / Local	PBS / Commercial / North American	Commercial / Worldwide
Radio / Internet / TV (incl. News)	\$5 per second	\$20 per second	\$40 per second
Home Audio/Video, Podcast, DVD	\$10 per second	\$40 per second	\$50 per second

<b>DOCUMENTARY</b>	Small Market or Audience / Educational	Film Festivals	Commercial / North American
Video Clips (with or without audio)	\$5 per second	\$10 per second	\$20 per second

<b>FEATURE FILM</b>	Commercial, North American Distribution	Commercial, Worldwide Distribution
Video Clips (with or without audio)	\$20 per second	\$50 per second

<b>EXHIBIT</b>	Temporary (12 months or less)	Travelling	Permanent
Video Kiosk (fee is per clip)	\$40.00	\$70.00	\$100.00

<b>ELECTRONIC / INTERNET / WWW</b>	
Website (Non-Profit / Educational)	\$5.00 per second
Website (Commercial / Corporate)	\$50.00 per second
Mobile App	\$20.00 per second

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