



Walter P. Reuther Library, Archives of Labor and Urban Affairs

5401 Cass Avenue • Detroit, MI 48202 • (313) 577-4024

# Archival Material and/or Permission Request Form

Orders for photographs or documents should be emailed as PDFs to: [reutherreference@wayne.edu](mailto:reutherreference@wayne.edu)

**Audiovisual Material Requested**

Identifying number(s), or Description (separated by commas  
example: vmc1234\_5, vmc678\_9):

**Document Scan(s) Requested**

Full Citation for each item requested (collection name, accession number, box number, folder name and number, [item number, if applicable]):

**Digital Scan Resolution Requested:** (check one)

72 dpi - \$3 each     300 dpi - \$20 each     600 dpi - \$40 each     OTHER: \_\_\_\_\_ (extra fees will apply)

**Digital Format Requested:** (check one)

JPEG     TIFF     PDF     OTHER: \_\_\_\_\_ (audio or moving image format)

**Total digital photos and/or document scan pages requested:**

**Licensing and Use**

**What will the asset be used in?** (include ebook, if applicable. If article or book, include author's name, title of the work, and publisher)

**Print run or circulation** (if printed).....

**Size of audience** (if displayed, broadcast, presented, or shown).....

**Territory** (Geographic distribution).....

**Digital Distribution** (assumes infinite audience & worldwide distribution).....  Yes     No

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

**Archivist will contact you with a quote for the use/licensing fees**

You will be contacted by an Archivist about your request. Please allow 1 to 3 weeks to complete your order.

**Billing / Shipping / Licensing Contact Information**

**Bill charges to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Ship Material to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Preferred Method of payment:**

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

**Name and Address of the person who will sign the Use Agreement as the responsible party:**

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

# **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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## **USE FEES FOR MOVING IMAGES**

*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	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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