



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 submitted as a pdf to our [online request form](#) or emailed as a PDF to 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)

Which Archivist are you working with? (*You must contact an Archivist before submitting this form: reuther.wayne.edu/staff)

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)

Click [here](#) to make a donation to the Reuther Library

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

AUDIOVISUAL REPRODUCTION FEES

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

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

Oversized Digital Images (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.

Sound and Moving Image Duplication	
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

Off-Site Duplication (\$500 refundable deposit and a copy of the digitized material is required)	
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

Special Services	
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.*

INDIVIDUAL OR STUDENT FOR PRIVATE OR EDUCATIONAL USES	
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

PRINT 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

BROADCAST 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

DOCUMENTARY 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

FEATURE FILM 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

EXHIBIT	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.*

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

BROADCAST	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.

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

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

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

ELECTRONIC / INTERNET / WWW	
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

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

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November 2014

USE FEES FOR MOVING IMAGES

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

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

BROADCAST	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

DOCUMENTARY	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

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

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

ELECTRONIC / INTERNET / WWW	
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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