

Reproduction Services and Permission for Use Fee Price List

Please contact Special Collections with questions: (206) 543-1929.

- All orders must be paid in full before online delivery. Invoices are sent via email; payment must be made online with a Visa, MasterCard, American Express, or Discover.
- All reproduction orders are delivered electronically via the file sharing site Hightail.com
- Turnaround times vary. Please allow 2-3 weeks for most orders. No rush service is available.
- Not all materials may be copied. Please contact us with any questions

Prices listed do not include any applicable Washington State sales tax.

Reproduction Options:

- [Low resolution PDFs](#)
- [Scan reproductions at higher resolutions \(TIFFs\)](#)
- [Architectural drawings \(JPG\)](#)
- [Audio \(MP3\) or moving image duplication \(MP4\)](#)
- [Permission for publication, exhibition, and similar uses](#)

Low resolution PDFs

Special Collections provides low resolution PDFs of documents and photographs. To submit your order, please fill out a "Photocopy Request Form." This service is for personal or reference use only, and **not for publication, exhibition, or similar uses**. This process is for originals up to 25 x 33.5 inches.

- Manuscripts or documents: \$ 0.60 each base copy cost
- Photographs \$ 1.25 each base copy cost

If you cannot visit Special Collections to flag materials for copy, 50% of base copy cost will be added to your order as a processing fee

• **Processing fee - In person requests:**

- 100 pages or less: no additional processing fee
- 101-200 pages: \$ 10 additional processing fee
- 201-300 pages: \$ 20 additional processing fee
- 301 + pages: \$ 50 additional processing fee

Normal **turnaround time:** 2-3 weeks from the time the order is received and verified. Large orders will take longer and may require a deposit, invoiced via e-mail. Please contact photos@uw.edu with questions

Scan Reproductions

Special Collections provides high resolution digital copies of materials for publication purposes. Digital files are available in either jpg or tiff format, and delivered via the file sharing site Hightail.com. To submit your order, please fill out a "[Scan Reproduction Request Application and Agreement](#)" form. Please note that for publication purpose, you must also complete the "[Permission for Use](#)" form.

- Flatbed: 300 dpi @ 8x10 in. \$25 per image
- Flatbed: 300 dpi @ 11x14 in. \$30 per image
- Flatbed: 300 dpi @ 16x20 in. \$40 per image

Turnaround time is 2 weeks from the time of payment. Large orders will take longer and may require a deposit, invoiced via e-mail. Please contact photos@uw.edu with questions.

Architectural Drawing Scans

For architectural drawings, please complete the "[Architectural Drawings Scan Request](#)" form. This service is intended for personal use only, and not for publication, exhibition, or similar uses. All items must be assessed for condition prior to scanning. Digital images are available in color and JPEG format only (no prints). For publication or display purposes, complete the "[Permission For Use](#)" form.

- \$25 per drawing
- \$25 handling fee per order. This fee covers drawing retrieval and encapsulation costs.
- Washington state sales tax as applicable
- Additional conservation and research fees (for staff mediated offsite requests) may be added at \$55/hour with customer approval

Please contact vellum@uw.edu for current turnaround times.

Audio duplication

Special Collections audio recordings (analog cassettes, ¼" reel to reel and CDs) are available online at [UW Libraries Digital Collections](#) or can be accessed in the Special Collections Reading Room on the University of Washington campus. Where a listening copy of the original recording does not exist, one will need to be made, at user expense.

Special Collections provides digitized audio, made available via online delivery as an MP3. To submit your order, please fill out an "Audio Recording Reproduction Request Form." This service is intended for personal use only, and not for publication, exhibition, or similar uses. For any other purposes such as broadcast or commercial distribution, complete the "Permission For Use" form.

In-house duplication: \$60 per tape

Some materials must be sent to an outside vendor for duplication due to their condition. This may increase processing time and cost. Users will receive an estimate and will be charged full cost for duplication plus service fees and shipping.

Turnaround time for in house duplication is 3 weeks from the time of payment. Large orders will take longer and may require a deposit, invoiced via e-mail. Please contact filmarc@uw.edu with questions.

Moving Image duplication

Special Collections moving image materials (film and videotape) are available online at [UW Libraries Digital Collections](#) or can be accessed in Special Collections on the University of Washington campus. Where an access copy of the original does not exist, one will need to be made at user expense.

Special Collections provides digitized films and videotape, made available via online delivery as an MP4. To submit your order, please fill out an “[Moving Image Reproduction Request Form](#).” This service is intended for personal use only, and not for publication, exhibition, or similar uses. For any other purposes such as broadcast or commercial distribution, complete the “[Permission For Use](#)” form *only* when decisions regarding what will be used in the final project have been made.

Screeners/Access copies: \$40 per item delivered as an mp4

Master: \$40 per item delivered as an mov (additional formats available upon request) plus use fee ([see below for detailed list of fees](#))

Some materials must be sent to an outside vendor for duplication due to their condition or format. This may increase processing time and cost. Users will receive an estimate and will be charged full cost for duplication plus service fees and shipping.

Turnaround time is 3 weeks from the time of payment. Large orders will take longer and may require a deposit, invoiced via e-mail. Please contact filmarc@uw.edu with questions.

Permission for use and fee schedule

Please note that federal, state, and local government entities, non-profit institutions, theses and dissertations will not be charged use fees but must still submit completed [Permission for Use applications](#). Special Collections materials may be used in the classroom, class projects, personal display, or research. Formal permission is required for all other uses **including**, but not limited to, publication (including graduate theses and dissertations), broadcast, products, commercial display, websites, blogs, social media, etc. Regardless of copyright status, users must [submit an application for use of Special Collections materials](#).

Publication, exhibition, and other uses of Special Collections materials may be subject to a use fee. The fee is charged per image or per clip in the case of moving images. Promotional use of the material is included with use fees. For use of 10 or more images or materials in a project, the use fees are discounted 50%.

Submitting requests. When requesting permission to use material for a project use one form listing all requested materials. Submit the Permission for Use form when you have finalized the list of all the

materials needed for your project. If you need high resolution digital files of any materials, you must submit a separate reproduction request. Once your application is processed, you will receive a formal letter granting permission that provides the required credit line. To request permission for publication, exhibition, or other uses, print, complete and sign the [Application for Permission to Use](#). Email form to photos@uw.edu

Fees

Printed materials (books, journals, catalogs, newspapers, etc.) No fee for non-profit use

<i>Number of copies</i>	<i>Cost</i>
<i>0 - 2,000</i>	<i>None</i>
<i>2,001 - 10,000</i>	<i>\$25</i>
<i>10,001 - 50,000</i>	<i>\$50</i>
<i>50,001 - 99,999</i>	<i>\$100</i>
<i>100,000 and over</i>	<i>\$200</i>

Film/TV – Standard/ Non-standard TV. No fee for non-profit use

<i>Local, Non-broadcast, DVD/Streaming/Web</i>	<i>\$100</i>
<i>National</i>	<i>\$125</i>
<i>Worldwide</i>	<i>\$175</i>

	<i>Commercial/Advertising</i>	<i>Personal /Non-profit</i>
<i>Blog post/social media/website</i>	<i>\$175</i>	<i>\$0</i>

Other – no fee for non-profit use

<i>Multiple media</i>	<i>\$175</i>
<i>Commercial advertising</i>	<i>\$175</i>
<i>Exhibition/display/office decor</i>	<i>\$90</i>
<i>Products & other uses</i>	<i>\$90</i>

Credit line requirements. Contact photos@uw.edu with questions.

Printed material/publication/exhibition: *University of Washington Libraries, Special Collections, [plus the negative, order number, or item identification number] Example: University of Washington Libraries, Special Collections, UW13452.*

The negative number is provided with the image metadata on our digital site and is a letter + number combination, such as UW13452, Hegg 1234, NA1275.

Film, television, signage, product, other (if credits are used): *University of Washington Libraries, Special Collections.*