

Reproduction Services and Permission for Use Fee Price List

Please contact Special Collections Reference with questions: (206) 543-4027.

- Special Collections reserves the right to determine whether or not an item may be copied.
- Be aware of turnaround times for processing when placing your order.
- 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.
- **Fees listed do not include any applicable Washington State sales tax.**
- **All reproduction orders are delivered electronically via the file sharing site Hightail.com**

Reproduction Options:

- Low resolution photocopies/PDFs
- Scan reproductions at higher resolutions
- Architectural drawing & oversized flat material scans
- Audio or moving image duplication

Photocopies

Special Collections provides research-quality photocopies of materials that are made available via download in PDF format. This service is intended for personal use only, and not for publication, exhibition, or similar uses. To submit your order, please fill out a "Photocopy Request Form." This process is for originals up to 25 x 33.5 inches. Photocopies can be up to 11 x 17 inches in size.

Large orders will take longer and may require a deposit, invoiced via e-mail.

All other copies:

- Scans OR regular/legal size paper: \$ 0.60 each
- Photographs \$ 1.25/page
- **Processing fee - In person requests:**
100 pages or less: none
101-200 pages: \$ 10
201-300 pages: \$ 20
301 + pages: \$ 50
- **Staff mediated (off-site) requests:**
50% of base copy cost

Scan Reproductions

Special Collections provides higher resolution digital copies of materials. To submit your order, please fill out a “Scan Reproduction Request Application and Agreement” form. For publication purposes, use the “Permission For Use” form. Flatbed scanning for materials up to 11x17 inches is available. Other resolutions are available upon request.

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

Architectural Drawing Scans

All items must be assessed for condition prior to scanning. Digital images are available in color and JPEG format only (no prints). No rush service is available.

- \$25 per drawing
- \$25 handling fee per order for architectural drawings covers drawing retrieval and encapsulation costs
- Washington state sales tax as applicable
- Additional conservation and research fees may be added at \$55/hour with customer approval

For architectural drawings, use the “Architectural Drawings Scan Request” form.

Audio duplication

Audio recordings (analog cassettes and tapes, digital CDs, etc.) in Special Collections can only be listened to if a user copy is available. Where a user copy does not exist, one will need to be made, at patron expense. Copies for personal reference use are provided in digital file transfer format. Other restrictions on copying may also apply. \$60 per 60 minutes in house duplication.

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

Moving Image duplication

Copies for personal reference use are provided in digital file transfer format. Restrictions on copying may apply. Low Resolution viewing duplication - \$40 per reel. High resolution master copy plus permission for use in commercial project - \$40 plus use fee (see below for use fees)

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

Permission for use fees

Once you have determined the materials you wish to use, they can be used for classroom use, student projects, personal display, or research. **Formal permission is required for all other uses.** Other uses include, but are not limited to, publication, broadcast, products, commercial display, websites, etc.

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.

Fees. Use of Special Collections materials are subject to a use fee. The fee is charged per image or at a standard rate. 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%.

****Please note that federal, state, and local government entities; non-profit institutions; and student projects and theses and dissertations will not be charged for use fees but must still submit completed permission for use applications.***

Credit line requirements.

Image: *University of Washington Libraries, Special Collections, [plus the negative or item identification number]*

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

Example: University of Washington Libraries, Special Collections, UW13452.

Film, television, signage, product, other (if credits are used): *University of Washington Libraries, Special Collections.* Contact **photos@uw.edu** with questions.

How to Request Use Permission

- **Print, complete and sign form**
 - [Application for Permission to Use](#) PDF
 - [Moving Image Application for Permission to Use](#) PDF
- **Deliver** form to Special Collections
 - Email: photos@uw.edu

Printed materials (books, journals, catalogs, newspapers, etc.)

<i>Number of copies</i>	<i>Cost</i>
0 - 2,000	None

2,001 - 10,000	\$25
10,001 - 50,000	\$50
50,001 - 90,000	\$125
100,000 and over	\$175

Film/TV – Standard/ Non-standard TV

<i>Distribution</i>	<i>Commercial</i>
Local, Non-broadcast, DVD/Streaming/Web	\$100
National	\$125
Worldwide	\$175.00

Other

<i>Distribution</i>	<i>Commercial/Advertising</i>	<i>Personal/ Non-profit</i>
Multiple media	\$175	
Commercial/advertising	\$175	
Exhibition/display/office decor	\$90	
Products & other uses	\$90	
Blog post/social media/website	\$90	\$0