



Reproduction and Licensing Services

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Conditions and Procedures: Licensing and Duplication Fees for Images/Digital Media

- All rates are calculated "per image" unless otherwise noted.
- The Museum does not provide exclusive rights for the use of its material.
- All licensing requests must be accompanied by a *Rights and Reproduction Application* form.
- All licensing periods are for one-time use only, and for an unspecified time period unless otherwise noted for the usage below. Subsequent use of an image requires the written permission and the payment of additional fees.
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- Fee discounts do not apply to photocopies, shipping and handling charges, or sales taxes.
- Rush orders requested for completion within a 24-48 hour deadline will incur a \$25 service fee, and are also subject to staff review for fulfillment. If an order cannot be completed within a 24-48 hour time frame as requested, the patron will be advised in advance.
- All images must be credited as follows:

**Northwest Museum of Arts & Culture/Eastern Washington State Historical Society,
[Collection Name], [Item Number].**

Reproduction Fees

All rates are assessed "per image" unless otherwise noted.

Photocopies*

8.5" x 14" and under _____ \$.25 (first 25 copies are free for on-site researchers)
11" x 17" _____ \$.35

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Watermarked reference copies can be made for researchers who want to go paperless.

PDF file with watermark _____ \$1

Digital Scans (11" x 14" and under)

300 dpi TIF image file _____ \$15
600 dpi TIF image file _____ \$30

Oversized Scans (over 11" x 14")*

300 dpi TIF image file _____ \$35
600 dpi TIF image file _____ \$50

*All oversize requests are subject to review by museum staff, and may take longer for fulfillment beyond the 7-10 business days depending on the on the size of the order, nature of the materials, and other factors.

Audio Tapes

Mp3 file format _____ \$15

Other Fees

The Joel E. Ferris Research Archives reading room is open for researchers who would like to schedule an appointment. However, limited research services are available for individuals unable to come in to the archives. Research fees do not include costs for reproductions, usage, or shipping. These services are subject to review and are offered at the discretion of museum staff.

Research Services

First 20 minutes _____ free
Additional Research _____ \$15 per half-hour (2 hour limit)
Rush Order (24-48 hour deadline) _____ 100% surcharge

Shipping & Handling

Minimum _____ \$3.00
Oversize Package _____ Subject to UPS, FedEx, or Postal Service Rate

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Usage fees apply to images which are published in any book, magazine, calendar, non-print media, exhibition, etc., or which are used for advertising purposes or promotional displays. All rates are assessed "per image" unless otherwise noted.

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Under 499 print run _____	\$20
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25,000+ print run _____	\$150
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Regional Use (Washington State) _____	\$30
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International Use _____	\$100

Commercial Use: Online

Commercial or Advertising Usage _____	\$100
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Commercial Use: Print, Multimedia, or Commercial Display

Regional Use (Washington State) _____	\$50
National Use (United States) _____	\$100
International Use _____	\$200

Exhibition or Public Display for Non-profit Organizations

16" x 20" or smaller _____	\$45
Up to 24" x 36" _____	\$67.50
Up to 48" x 72" _____	\$90
Over 48" x 72" to 50 sq. ft. _____	\$225
Over 50 sq. ft. _____	\$9 per sq. ft.