



Special Collections

Reproduction Order Form

1. Customer information

Name: _____ Date of Request: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Country: _____ Phone: _____

Email: _____

Fed-Ex Account Number (if applicable): _____ Overnight 2-day

For a higher resolution rescan, indicate desired specifications (resolution, size, and format):

2. Project information

Title: _____

Publisher, producer, or exhibition host: _____

Release date: _____

Location: _____

3. Fees

Usage Fees	
Personal Use (Personal research or home decor only)	Pays only reproduction fee
Advertising and Product Design (for up to 3 years)	\$250
Books - Interior One-time/one edition use, interior, single-language, print & electronic editions, includes self-published, text book, and university presses	\$75 for print run up to 1,000
	\$125 for print run 1,001 - 5,000
	\$250 for print run over 5,000
Books - Cover One-time/one edition use, cover, single-language, print & electronic editions, includes self-published, text book, and university presses	\$150 for print run up to 1,000
	\$200 for print run 1,001 - 5,000

	\$250 for print run over 5,000
Books - Cover or Interior Worldwide, all media, all editions, all print runs, all languages, in perpetuity, includes self-published, text book, and university presses	\$300
Unpublished dissertations/thesis Uploaded to online platform Flat rate per 15 images, per platform	\$50
Commercial Magazines/Journals Includes print and electronic	\$75
Non-profit Journals Includes print and electronic	\$50
Brochures and Flyers	\$25 for non-profit
	\$50 for commercial
Exhibitions	\$50 for non-profit
	\$100 for commercial
Documentaries and Television Programs Includes set design	\$50 for Free online streaming
	\$75 for Film Festival Submission
	\$150 for Public Television
	\$250 for Commercial Online Streaming
	\$300 for Commercial TV broadcast and/or online streaming
	\$400 for All media including theatrical
	\$500 for Feature film
	\$50 for Talk Shows and Extended Newscasts
\$75 for Commercial websites and app	

Reproduction fees

Note: It is a possibility that a higher resolution rescan request cannot be fulfilled after evaluation of the item by Digitization staff.

Item Requested (include title, author, call no., and/or order no.)	Qty	8x10 in. digital print	11x14 in. digital print	Oversized (larger than 11" x 14") digital print \$30 + 10¢ per sq in. of printing	300 dpi TIFF	600 dpi TIFF	Up to 1200 dpi TIFF	Over 1200 dpi TIFF	Cost
		\$30	\$45		\$25	\$35	\$55	\$80	

