



Reproduction/Use Fee Schedule for Photographs and Other Printed Materials

(*Effective May 2023; fees subject to change)

Instructions for Obtaining Permissions and Digital Files for Usage

- Complete and submit the **PERMISSIONS REQUEST FORM**. You do not need to complete a form for each image ordered. Please submit **ONE** form with a listing of Image ID numbers for all images you are requesting. (Note: limitations and requirements listed on the form)
- Consult the fee schedules below.
- Images found online in MSRC's Digital Howard Institutional Repository have existing high resolution TIFF/JPEG files available. For requests, we will only supply images in JPEG format. ***TIFF files will not be available for distribution.***
- *****There will be a digitization fee of \$45 per image for images not already digitized by MSRC. Turnaround time for items requiring new digitization is 12 weeks from receipt of payment and written clearance, if applicable.***
- ***Rights are offered for a maximum period of three (3) years, or for the life of the project. The MSRC does not issue rights in perpetuity.***
- Special handling surcharges are affixed on top of fees posted below for any oversized, special formatted item, or any item deemed to require special camera set-ups.
- Film/Television/Video Usage also requires the completion of a Clip Agreement. Once submitted, requests will be reviewed by the Howard University Office of General Counsel and a determination will be made once their review is complete.
- Permissions will not fill out any vendor paperwork or international tax forms.
- Any alterations or changes made to requests 24 hours after receipt of confirmation and approval will be subject to additional surcharges.
- ***No refunds or exchanges are given for purchase of images that MSRC does not hold/manage copyright.***

FILL OUT AND SUBMIT THE FIRST THREE PAGES OF PERMISSION FORM to the appropriate MSRC Staff person (see below).

PAYMENT TO BE SUBMITTED AFTER INVOICE IS RECEIVED. Upon receipt of payment and completed form, the original contract and requested image(s) will be forwarded to you with the appropriate signatures. Payments can be made by ACH, Credit Card, Wire Transfer, Check, or Money Order. If you will need instructions on sending a wire transfer OR sending an ACH payment, please inquire once you have received an invoice. If you would like to pay by check, please make the check out to ***THE MOORLAND-SPINGARN RESEARCH CENTER***. We do not accept payment via PayPal, CashApp, Zelle, Venmo, Apple Pay, or any other banking app.

If you have any questions, please contact Jackie Martin Jackie.martin@howard.edu for Manuscripts Division/Prints and Photographs Department related images or Sonja Woods at Sonja.n.woods@howard.edu for Howard University Archives related images.

The fee schedule below lists one-time licensing fees per image based on usage and includes obtaining a high-resolution (standard 300dpi) JPEG file (**except for the following uses: online/ social media/personal/research purposes only; please inquire for more details regarding the file limitations of these usages**). MSRC will issue a written licensing agreement restricting usage to requested project and will provide citations and credit lines. Written permission and additional licensing fees will be required for any re-use.

INDIVIDUAL/RESEARCH USE (per image)

Personal, Unpublished Reports, Thesis, and Dissertation	\$25
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BOOKS/E-BOOKS/EDITORIALS (single language) (per image)

Nonprofit, Government Agencies, and Self-publishers

Print run up to 1,500	\$50
Print run up to 5,000	\$100
Print run up to 25,000	\$150
Cover: up to 1,500	\$200
Cover: up to 5,000	\$250
Cover: up to 25,000	\$300
E-Book with worldwide rights	\$400
<i>Worldwide rights additional cost</i>	\$50

Commercial, Textbook, and Trade Book

Print run up to 1,500	\$150
Print run up to 5,000	\$200
Print run up to 25,000	\$250
Print run over 25,000	\$450
Cover: up to 1,500	\$500
Cover: up to 5,000	\$550
Cover: up to 25,000	\$600
Cover: over 25,000	\$750
E-Book with worldwide rights	\$950
<i>Worldwide rights additional cost</i>	\$150

ADVERTISING AND NON-EDITORIALS (calendars, cards, posters, etc.) (per image)

	\$150
Nonprofit, Government Agencies, Self-Publishers	\$300
Commercial, Textbook, and Trade Book	

EXHIBITIONS, ONLINE EXHIBITIONS, AND OTHER PUBLIC DISPLAYS (does not include printed materials) (per image)

Nonprofit

Museum digital displays and kiosks	\$50
Less than 6 months	\$75

Up to 1 year	\$125
Up to 5 years	\$225
Permanent	\$325
Online exhibition less than 6 months	\$75
Online exhibition up to 1 year	\$125
Online exhibition up to 5 years	\$225
Permanent online exhibition	\$325

Commercial

Museum digital displays and kiosks	\$100
Less than 6 months	\$150
Up to 1 year	\$250
Up to 5 years	\$450
Permanent	\$750
Online exhibition less than 6 months	\$200
Online exhibition up to 1 year	\$300
Online exhibition up to 5 years	\$500
Permanent online exhibition	\$800

THEATRE AND LIVE PERFORMANCES (media-related uses only; no printed materials) (per image)

Nonprofit

Set dressings and props	\$125
All other media-related uses (i.e., streaming, recording for purchase) (with worldwide rights)	\$175

Commercial

Set dressings and props	\$350
All other media-related uses (i.e., streaming, recording for purchase) (with worldwide rights)	\$700

DOCUMENTARIES (media-related uses only; includes worldwide rights; no printed materials) (per image)

Online streaming with free access	\$150
Film Festival	\$200
Commercial streaming	\$250
All media excluding commercial and theatrical	\$300
All media excluding theatrical, including commercial	\$500
All media including theatrical	\$700

TELEVISION AND FILM (media-related uses only; includes worldwide rights; no printed materials) (per image)

Nonprofit

Film and TV: set dressing and props	\$125
Film and TV: all other media-related uses	\$150

Commercial

Film and TV: set dressing and props	\$350
Film and TV: all other media-related uses	\$700

VIDEOS, PODCASTS, AND PUBLIC PRESENTATIONS (Spotify, Apple, YouTube, TedTalks, etc.) (Includes worldwide rights; no printed materials) (per image)

Videos: All media-related uses	\$300
Podcasts: All media-related uses	\$325
Public Presentations: All media-related uses	\$200

JOURNALS AND PERIODICALS (per image)

Nonprofit Print/Online Use	\$75
Commercial Print/Online Use	\$150
<i>Worldwide rights additional cost</i>	\$50

BROCHURES, PROGRAMS, FLYERS, NEWSLETTERS, etc. (per image)*Nonprofit*

Print run up to 1,000	\$100
Print run up to 5,000	\$150
Print run over 5,000	\$250
Digital edition with worldwide rights	\$300

Commercial

Print run up to 5,000	\$250
Print run up to 10,000	\$350
Print run over 10,000	\$500
Digital edition with worldwide rights	\$600

NEWSPAPERS & MAGAZINES (per image)*Nonprofit*

Up to 1/4 page	\$100
Half page	\$150
Full page	\$200
Cover	\$250
Digital edition with worldwide rights	\$300

Commercial

Up to 1/4 page	\$250
Half page	\$350
Full page	\$450
Cover	\$750

Digital edition with worldwide rights	\$850
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INTERNET, WEBSITE, OR MOBILE APP USE (worldwide right) (per image)

Personal	\$50
Nonprofit/Government Agency	\$100
Commercial Organization	\$150
Any Paid Subscription-based Website or Mobile App	\$250

**Citation must link to <https://msrc.howard.edu/>*

SOCIAL MEDIA (Instagram, Facebook, Twitter, etc.) (up to one month's use, per platform, worldwide rights) (per image)

Nonprofit/Government Agency	\$175
Commercial Organization (Non-promotional)	\$225
Commercial Organization (Promotional)	\$275

**Posting must tag "[institution handler]" in manner shown on the website for sites such as Facebook, Instagram, and Twitter.*

REUSE FEE (subsequent edition, medium, language, etc.) (per image)	50% of total cost
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ONSITE FILMING WITH USE OF MSRC ARCHIVAL MATERIALS (appointment required)	\$400.00/hr. minimum
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SPECIAL USE	(On request)
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