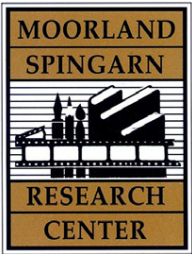


Please complete and return pages 1-3.

Fee schedule is located on pages 6-10.

*Please submit this form **here***



Revised March 2024

**PERMISSION TO PUBLISH FORM AND FEE SCHEDULE FOR PHOTOGRAPHS
AND OTHER PRINTED MATERIALS**

Name of Applicant: _____

Name of Organization (if applicable): _____

Mailing Address: _____

City, State Zip: _____

Telephone: _____ **Email:** _____

Description of the Project (not the description of material requested):

Author(s)/creator(s)/curator(s): _____

Brief description or title of your project or publication:

Publisher or sponsor: _____

Place of publication or project: _____

Date of publication or use: _____

Number of copies or duration of use: _____

Classification of the Project:

Commercial Nonprofit, government, scholarly, small press, self-published

Nature of the Project:

Individual/Research Use - Specify: _____

Book - Print Run: _____

Book Cover - Print Run: _____

E-Book or Audiobook

Worldwide Rights

Advertising and Non-Editorials (calendars, cards, posters, etc.)

Exhibition - Length of Time: _____

Online Exhibition - Length of Time: _____

Exhibition/Museum Digital Displays and Kiosks

Theatre and Live Performances – Set dressing/props All other media-related uses

Documentaries - Specify: _____

Television and Film – Set dressing/props All other media-related uses

Videos, Podcasts, and Presentations (Spotify, Apple, YouTube, TedTalks, etc.) - Specify: _____

Journals and Periodicals

Brochures, Programs, Flyers, Newsletters, etc. – Print Run: _____

Brochures, Programs, Flyers, Newsletters, etc. – Digital Edition

Newspapers and Magazines - Up to ¼ page Half page Full page Cover Digital Edition

Internet, Website, or Mobile App Use *Citation must link to <https://msrc.howard.edu/>

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

Reuse (subsequent edition, medium, language, etc.)

Onsite Filming with Use of MSRC Archival Materials (Appointment Required)

Special Use – Specify: _____

Statement of Responsibility and Agreement: I certify that the information provided on this form is correct and that I am authorized to enter into this agreement on behalf of the above-named organization. I have read and understood the regulations and obligations presented in this agreement and, by signing below, I accept the conditions of use that has been set forth by the Moorland-Spingarn Research Center.

Signature of Applicant: _____ Date: _____

The Moorland-Spingarn Research Center (MSRC) acknowledges payment in accordance with the conditions specified herein. Permission is hereby granted to the above for the use described herein.

Approved: _____ Date: _____

MSRC Representative – not valid without signature

STAFF SECTION ONLY**PLEASE DO NOT SEND PAYMENT UNTIL INVOICED**

Amount of payment (Use fees only – Do NOT include duplication charges): \$ _____

Paid by: ACH _____ Credit Card _____ Wire _____ Other: _____

Invoice Number: _____ Date: _____

Copyright Warning

The fees outlined herein are payable to the MSRC for permission to publish materials owned by the MSRC. The granting of permission to use material for publication does not absolve the publisher from securing permission from the copyright owners and payment of such additional fees as the copyright owners may require if the MSRC does not own the copyright or if the material is not in the public domain. Users assume responsibility for questions of copyright and invasion of privacy that may arise from publication of MSRC materials.

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyright material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. **Requests for materials under the “Individual/Research Use” option are not to be “used for any purpose other than private study, scholarship or research.”** If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

Special Fees

Rates for other uses not listed in this schedule will be quoted upon request. All fees listed are subject to change without notice. Reduced rates are offered to donors needing copies of materials they have previously donated to the MSRC. Special hourly and daily rates for filming and videotaping from the collections will be quoted upon request. **Please consult the fee schedule below for more information (pages 6-10).**

Nonprofit eligibility

Nonprofit fees are applicable only to those organizations able to prove legal not-for-profit status by providing suitable documentation such as tax-exempt certificates or letters of identification. For-profit corporations, partnerships, private businesses, and individuals working for or with nonprofit organizations and government agencies on projects or publications sponsored by those organizations may be eligible to receive nonprofit rates with suitable letters of identification.

IMAGE LOCATION/IMAGE ID*	TITLE OR DESCRIPTION*

*e.g., Unique ID, collection, record group, etc.

**Attach additional sheet(s) if necessary

Please complete and return pages 1, 2, and 3.

Conditions Governing the Use and Publication of MSRC Materials

Revised March 2024

The applicant agrees to send the MSRC one (1) complimentary copy of the work containing the reproduction.

The MSRC retains all rights to reproductions of photographs including the right to grant others permission to reproduce the photographs. Additional copies must be purchased from the MSRC. The photographic copy, digital copy, or any facsimile of it may not be reproduced beyond the intended use described in the *PERMISSION TO PUBLISH FORM AND FEE SCHEDULE FOR PHOTOGRAPHS AND OTHER PRINTED MATERIALS*.

Permission for publication is granted for one-time use and only for the expressed purpose described in this contract. Any subsequent use or change in use constitutes reuse and must be applied for in writing to the MSRC and appropriate fees paid. Permission is limited to the applicant and is not transferable. Permission for use is not granted until all fees are paid.

Request reproductions of materials in the MSRC's collection by submitting the *PERMISSION TO PUBLISH FORM AND FEE SCHEDULE FOR PHOTOGRAPHS AND OTHER PRINTED MATERIALS*.

Altering the original photographic image beyond standard cropping or resizing requires further discussion with MSRC Staff. These changes must be indicated in the accompanying caption or label.

Unless specifically authorized by this contract, images may not be used as a dust jacket, an end paper, nor in an advertisement or any commercial or promotional use of a similar nature, nor to mass reproduce as unbound material.

In authorizing the publication of a photographic or digital copy, the MSRC does not surrender its own right to publish it or to grant permission to others to do so. All rights are non-exclusive.

Rights are offered for a maximum period of three (3) years, or for the life of the project. For any images used in film, video, or TV productions, rights are offered for a maximum period of three (3) years, or for the life of the project, up to ten (10) years. Please see the Clip Licensing Agreement, Exhibit B for more details.

The MSRC reserves the right to limit the number of photographic or digital copies; to restrict the use of reproduction of rare or valuable material involving unusual difficulty in copying; and to charge a higher duplication fee than specified. Copies are not supplied to commercial picture agencies except by special arrangement.

Credit Information

The publication must properly credit the Moorland-Spingarn Research Center. Credit should appear in close proximity to the image or in a special section devoted to credits. Depending on the MSRC source below, the preferred credit line is:

Howard University Archives Division:

Courtesy of the Howard University Archives, Moorland-Spingarn Research Center, Howard University, Washington D.C.

Manuscript Division:

Descriptively identified Document or Image, Collection Name, Collection #, Box #, Manuscript Division, Moorland-Spingarn Research Center, Howard University, Washington, D.C.

SAMPLE:

History of Howard University Dance Group, Mary Rose Reeves Allen Papers, #160, Box 8, Manuscript Division, Moorland-Spingarn Research Center, Howard University, Washington, D.C.

Credit for images used in exhibitions must appear within the exhibition area.

Credit for images used for social media postings must tag "[institution handler]" in manner shown on the website for sites such as Facebook, Instagram, Twitter, etc.

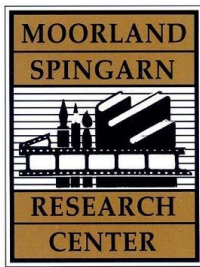
Credit for website, Internet, and mobile app use must link to <https://msrc.howard.edu/>.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

- The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.
- Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. **Requests for materials under the "Individual/Research Use" option are not to be "used for any purpose other than private study, scholarship or research."** If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.
- This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.
- Microfilm of manuscript material remain the property of the Moorland-Spangarn Research Center (MSRC) and are to be returned to the MSRC when no longer needed by the requestor. Further photoduplication of copies provided is not permitted.

The MSRC will *not* be responsible for obtaining permission to copy or publish copyrighted materials. If copies requested on this form are intended for publication or exhibition, now or in the future, **permission must be obtained in writing** from the rights and reproduction unit of the MSRC. Note that permission to publish does not constitute copyright clearance; materials owned by the MSRC that may be subject to copyright clearance will also require written permission from the original copyright owner(s) or their heirs or assigns.

PAYMENT: All orders must be paid in advance. Fees are set based on the process, equipment, and time spent fulfilling requests. We must charge certain fees per image and per usage type. Acceptable forms of payment are: (1) Wire Transfer, (2) Credit Card, (3) ACH, (4) Interdepartmental charge or Inter-campus charge, and (5) printed purchase orders from an established business or institution. See the *Permission to Publish Fee Schedule for Photographs and Other Printed Materials* listed below for more information.



PERMISSION TO PUBLISH FEE SCHEDULE FOR PHOTOGRAPHS AND OTHER PRINTED MATERIALS

(Effective March 2024; fees subject to change)

Instructions for Obtaining Permissions and Digital Files for Usage

- Complete and submit the **PERMISSION TO PUBLISH 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 schedule 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 images already digitized by MSRC is 4 weeks and items requiring new digitization is 12 weeks from receipt of payment and written clearance, if applicable.***
- ***The MSRC does not issue rights in perpetuity. Rights are offered for a maximum period of three (3) years, or for the life of the project. For any images used in film, video, or TV productions, rights are offered for a maximum period of three (3) years, or for the life of the project, up to ten (10) years. Please see the Clip Licensing Agreement, Exhibit B for more details.***
- **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.
- 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.
- 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.***

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, or Wire Transfer. If you will need instructions on sending a wire transfer OR sending an ACH payment, please inquire once you have received an invoice. We do not accept payment via PayPal, CashApp, Zelle, Venmo, Apple Pay, or any other banking app.

*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/Individual/Research Use will receive images at a digital viewing standard of 72 dpi JPEG file**). 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/AUDIOBOOK/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 or Audiobook 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 or Audiobook with worldwide rights	\$950
<i>Worldwide rights additional cost</i>	\$150

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

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

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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Effective March 2024; fees subject to change