

Digital Reproduction and Usage Policy

This document establishes the policy and fees in effect at the Special Collections Department, University of Memphis Libraries (UML).

Two types of charges apply under this policy:

<u>Digital Reproduction Fee</u>: This covers costs for duplication work done by UML. <u>UML Permission Fee</u>: This is charged if the reproduction will be used for commercial forprofit purposed. This fee is waived if the project meets the conditions for a non-profit or scholarly endeavor.

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USAGE FEE GUIDELINES

FEES: Fees are for one-time, non-exclusive use only within the project described on the application.

USAGE FEE PER IMAGE

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One-time non-editorial use (cover, book jacket, album cover, etc.)	\$100
Special media use (commercial motion picture, television, on-line, videotape, etc.)	\$100
Commercial product	Permission is discretionary and subject to licenses which may be negotiated by the University of Memphis Libraries.
Advertising	Permission is discretionary and subject to review by University of Memphis Libraries. Fees are separately negotiable.
Other uses	Permission is discretionary.

OTHER FEES: In addition to the usage fee, there will be applicable reproduction fees.

WAIVER FOR SCHOLARLY OR NON-PROFIT USES: Applicants may request a waiver of fees for the use of on image for non-profit or scholarly purposes. Approval of the waiver is at the discretion of UML. See "Digital Reproduction and Usage Policy" for details.

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