



## **Image Duplication and Licensing Services**

**All fees and other information effective as of June 12, 2013. Services and fees are subject to change without notice.**

### **General Information: Licensing and Duplication Fees for Images/Digital Media**

- All rates are calculated "per image" unless otherwise noted.
- All fee rates are adjusted at a 10% discount for WSHS members, non-profit 501(c)(3) organizations, or book authors with self-published works under 2,999 copies.
- Postcards, posters, calendars or other single-use, mass-reproduced products are subject to special contractual agreements with the WSHS.
- Only one type of fee discount above may be applied for an order.
- Fee discounts do not apply to photocopy orders, shipping and handling charges, or sales taxes.
- Prepayment is required for all photocopy services and research services.
- Larger orders and International orders may require additional postage.
- 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 timeframe as requested, the patron will be advised in advance.
- There is a \$5 minimum fee for any order paid for by credit card.
- All licensing periods are for one-time use only, and for an unspecified time period unless otherwise noted for the usage below.
- Additional shipping and handling charges may apply, depending on size of order.
- All images must be credited as follows: courtesy of the Washington State Historical Society at WashingtonHistory.org.

### **Image Scan and Photocopy Pricing**

- 300 dpi JPEG format image file: \$20
- 600 dpi TIF format image file: \$30
- Scanning services: WSHS offers a limited public service for providing high resolution scanned images of non-WSHS collection materials measuring over 11" x 14" in overall size (defined as "oversized"). All requests are subject to review by WSHS staff, and may take longer for fulfillment beyond the 7-10 business days depending on the size of the order, nature of the materials, and other factors. Delivery expenses for transporting materials to and from WSHS is not included in the scan fee price of \$50 per scan (600 dpi resolution, TIF file format). WSHS provides this service by advance appointment only.
- Other non-image digital media: \$25 per CD/DVD, per order
- CD burn plus shipping costs (within U.S.): \$5 per CD

### **Photocopies**

- \$0.25 per copy, from 25 to 100 (first 25 copies free only for photocopy requests made by on-site researchers and which does not involve postage charges)
- \$0.40 per copy after the first 100
- \$0.35 per copy (11x17 paper)
- Photocopying of primary manuscript materials, photographs, fragile or oversize books, and maps may be restricted. Scans for such materials are assessed a scan fee of \$30 per file.

### **Licensing Pricing: Editorial Use - Books (includes e-books and other electronic format distribution)**

- Under 499 copies - \$20
- 500-2,999 copies - \$25
- 3,000-9,999 copies - \$40
- 10,000-24,999 copies - \$75
- 25,000+ copies - \$150
- Usage in both e-books and "print-on-demand" publications - \$25
- Note: pricing is calculated based on total print run of publication

### **Licensing Pricing: Editorial Use – Newspapers, Periodical Print Publications and Online**

- No licensing fees for editorial use of WSHS images for newspapers, magazines, periodicals in print
- No licensing fees for editorial use of WSHS images on websites, blogs or other, non-commercial online uses
- Online use of COLUMBIA articles or other WSHS publications - \$75
- Note: WSHS credit line to accompany any use of image content. A WSHS license agreement is not required in cases of free editorial use
- Normal scanning fees for 300 and 600 ppi image files still apply

### **Licensing Pricing: Editorial Use – Other Multimedia (e.g. film, broadcast media)**

- Rate for Editorial Multimedia, Regional use (Washington State) - \$30
- Rate for Editorial Multimedia, National use (United States) - \$50
- Rate for Editorial Multimedia, International use (World) - \$100

### **Licensing Pricing: Commercial Use – Online; or in Print, Multimedia, or Commercial Display**

- Commercial or Advertising usage online - \$100
- Rate for Commercial or Advertising, Regional use (Washington State) - \$50
- Rate for Commercial or Advertising, National use (United States) - \$100
- Rate for Commercial or Advertising, International use (World) - \$200

### **Licensing Pricing: Exhibition or Public Display for Non-profit Organizations**

- Public exhibition/display/decor, 16x20 or smaller - \$45
- Public exhibition/display/decor, up to 24x36 - \$67.50
- Public exhibition/display/decor, up to 48x72 - \$90
- Public exhibition/display/decor, over 48x72 to 50 Sq. ft. - \$225
- Public exhibition/display/decor, over 50 sq. ft. – at \$9/sq. ft.

For questions about Image Duplication and Licensing Services, please contact Fred Poyner, Digital Collections Curator, at 253-798-5911 or [fred.poyner@wshs.wa.gov](mailto:fred.poyner@wshs.wa.gov). Or visit our website at [WashingtonHistory.org](http://WashingtonHistory.org).