



## **Miami University Libraries Policy for Reprints and Digital Reproductions of Miami University Libraries Materials**

### **Copyright and citation requirements**

Images are copyrighted by Miami University. All rights reserved. A minimum credit line must include "Image provided by Miami University Libraries, Oxford OH."

### **Fees for reprints and digital images in the Libraries Digital Collections**

#### **Services Offered**

Reprints: High quality photographic reprints of materials in our Digital Collections can be provided printed on a high-resolution dye-sublimation printer.

Digital Files: Higher resolution files suitable for publication can also be ordered. Images will be watermarked with both visible and invisible watermarks to prevent unauthorized use.

Media Reproduction (DVD or CD): Reproductions of video and audio recordings in the Libraries collections can be provided as permitted under copyright.

The Libraries reserve the right to limit requests based on other University priorities. The Library's sale of a reproduction does not imply authorization to publish it. It is the reader's responsibility to obtain permission to publish texts and facsimiles from the owner of the copyright.

The Harry Ransom Humanities Research Center at the University of Texas at Austin maintains the WATCH file: Writers and Their Copyright Holders at <http://tyler.hrc.utexas.edu/>. The U.S. Copyright Office provides valuable information at <http://www.copyright.gov/>. The burden of securing permission to publish from a copyright holder rests with the researcher or the publisher.

#### **Miami University Departments, Faculty, Staff, Students, Alumni, and Emeriti**

Payment must be made by departmental transfer, cash or personal check. The Libraries require that all materials which are published include a complete acknowledgment.

Reprints:	\$3.00/image
Digital Files:	\$3.00 + Media charge(DVD or CD)
Media Reproduction:	\$10 per DVD/CD

#### **For organizations and individuals who have no association with Miami University**

Images can be provided to external clients for scholarly or personal non-profit use. Proper attribution of the materials is required.

Reprints:	\$5.00 per image / Limit 20 per semester
Digital Files:	\$5.00 per image + \$15.00 Media charge (per DVD)
Media Reproduction:	\$15 per DVD/CD

#### **Commercial use**

Commercial use includes any for-profit activity or commercial publication (including for-profit scholarly journals) regardless of whether the requestor/author is compensated. Quotes can be provided for large

projects or needs not specified below. Proper attribution of the materials is required. Use is non-exclusive and for one-time use only.

Reprints	\$10.00 per image
Digital Files	\$25.00 per image + \$15.00 Media charge (per DVD)

### **Digitization Services**

Materials that are not available in the Libraries' Digital Collections can be scanned and provided to clients as needed and within current copyright guidelines. The Libraries reserve the right to refuse a scanning request if the material is deemed too fragile or otherwise unsuitable for digitization.

### **Digitization Fees (printed materials)**

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1 – 10 scans per project	No Charge
11 – 49 scans per project	\$3.00 / scan
50 or more scans per project	Negotiated

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1 – 49 scans per project	\$5.00 / scan
50 or more scans per project	Negotiated

### **Delivery Charges**

Online Delivery: \$5.00 handling and setup fee per order  
CD / DVD Delivery \$10.00 handling and materials fee per CD or DVD

### **Digitization Fees (Multi-Media materials)**

The Libraries can digitize audio and video materials in various formats. Clients wishing these services will be charged a minimum fee for time and materials. Contact the Digital Initiatives Department to discuss how we can meet your needs.