

# CRANBROOK

**ARCHIVES**



PO Box 801  
 Bloomfield Hills, MI 48303  
 248-645-3580 (office)  
 248-645-3029 (fax)  
[www.cranbrookarchives.org](http://www.cranbrookarchives.org)

## Digital Image Reproductions

| Use   | Fee   | Deliverable                     |
|---|---|---------------------------------|
| Students  | Up to five (5) images no charge per year for academic research, non-published papers, and powerpoint presentations. Theses, dissertations, and all forms of social media are considered published papers. | 300dpi<br>jpeg                  |
| Non-student Powerpoint Presentation   | \$10 per image  | 300dpi<br>jpeg                  |
| Print or electronic publications, exhibition use, and film/television use   | \$45 non-profit<br>\$95 commercial<br>\$125 broadcast (television/film/video)   | 300dpi<br>tiff<br>(8x10 output) |
| Print or electronic publications, exhibition use, and film/television use   | \$75 non-profit<br>\$125 commercial<br>\$150 broadcast (television/film/video)<br>\$200 publication cover   | 600-1200dpi<br>tiff             |
| Website/Internet (must include link to Cranbrook Archives digital database) | \$25 non-profit<br>\$50 commercial  | 200dpi<br>jpeg                  |
| Reuse (subsequent edition, medium, language or additional format)           | \$25 non-profit<br>\$50 commercial  | N/A                             |

## PDF Digitization

Reproductions for reference use only.

| Use  | Fee                           | Deliverable |
|--|-------------------------------|-------------|
| Reading Room Users (take the images with our iPad) | \$5.00 up to 25 pages/images  | PDF         |
| Archives Staff for remote requests                 | \$10.00 up to 25 pages/images | PDF         |

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### Photographic Prints

Prints are reproduced by an external vendor. Please allow a minimum of one week turnaround time. A rush order is \$25. Photographs can be mailed for \$8 shipping and handling. Cranbrook Archives does not provide mat or framing services.

| Print Size | Fee     | Deliverable                         |
|------------|---------|-------------------------------------|
| 5 x 7      | \$25.00 | With or without borders for framing |
| 8 x 10     | \$35.00 | With or without borders for framing |
| 11 x 14    | \$45.00 | With or without borders for framing |
| 16 x 20    | \$65.00 | With or without borders for framing |

### Audio/Visual Reproductions

**NOTE:** If a request requires a first-time digital conversion of audio, video or film from a historic recording format OR reformatting from media that has already been converted to digital format, a careful examination by Cranbrook Archives staff will be undertaken before an agreement for digitization may take place. Many factors, including condition of the original material and additional costs determine digital conversion viability. AV materials are digitized by an external vendor.

| Use                 | Fee                              | Deliverable   |
|---------------------|----------------------------------|---------------|
| Non-profit excerpts | \$2.00 per second/\$150 minimum  | Mp3, Mp4, Wav |
| Commercial excerpts | \$10.00 per second/\$250 minimum | Mp3, Mp4, Wav |

If other formats are required, the requester will bear the burden of all fees associated with the digitization of the entire audio, video, or film. This may include shipping, reformatting, and storage media costs. Cranbrook Archives reserves the right to determine if the audio/visual material in our care can/should withstand digitization. Requester will sign permission to use agreement and pay required fees **prior to digitization.**