

Licensing Request *Guide*: Academic Publishers

Congratulations on your publication! This guide will equip you with the essential information ARS needs to generate a quote and obtain our artists' approval for your project. We look forward to reviewing your request!

1.

PREPARE YOUR REQUEST

To begin, ARS will need the following information about your project:

- The artist, artwork title and date, and the number of times reproduced.
- Will the image be cropped, overprinted, or altered in any way?
- Print run or number of books/ebooks.
- The book distribution (one country/worldwide); if a journal, how often is it published?
- Is this a publication dedicated to a single ARS artist's work?
- The size of the reproduction relative to the page (1/4 page, 1/2 page, etc.).
- Brief synopsis/abstract of the book or article.

2.

UNDERSTAND THE TERMS AND FEES

Academic fees are based upon image size and print run. ARS always uses its lowest scholarly rate for academic publishing. For other specific scenarios, read below:

I need permission in-perpetuity or for life-of-the-edition.

We are unable to license for in-perpetuity or life-of-the-edition.

I have a deadline to spend my grant, but I can't license before the deadline.

We can't accept payment until after the use is approved, but please contact us to discuss options.

My publisher gave me a permission form for your signature.

Our license replaces this form. Be sure to ask your publisher if you need added languages or marketing uses - these do incur additional fees.

I need permission for unlimited ebooks or open-access digital publishing.

We limit these to a certain period, usually up to three years. There will be an additional fee.

We may reach out for a layout or proof.

3.

SUBMIT FOR APPROVAL

Submit via our online portal: www.arsny.my.site.com/s/ and then a member of the ARS licensing team will be in touch with next steps.



Licensing Request *Guide:* Frequently Asked

Confused about the licensing request process? Read this FAQ guide to help answer any questions you may have. For more information, check out: www.arsny.com/licensing/

1.

HOW LONG DOES THE PROCESS TAKE?

Each request is unique, however the more information you give us the faster the process goes! You can track the progress in your account at www.arsny.my.site.com/s/

2.

WHAT IF I DON'T HAVE ALL THE INFORMATION YET?

Submit as much information as possible, and we can give an example quote (though we'll need the finalized information later).

3.

I NEED TO CREATE A PROOF BUT CAN'T GET THE IMAGE.

Let us know that this is the case, we have a process that gives access to the image (for layout purposes only) without a license.

4.

DOES ARS PROVIDE THE IMAGES?

ARS only helps you attain the copyright for your project, not the digital image file, with a few exceptions that we will notify you about. Image files can be sourced from image bank companies such as Art Resource (www.artres.com). Please note that image files can incur a fee and the copyright of the photographer or institution providing that file.

5.

HOW ARE FEES DETERMINED?

ARS will provide you with a quote based upon if the use is commercial vs noncommercial in nature, as well as image print size, print run, and/or duration of use — make sure to review our guides so that we can provide you with an accurate and speedy quote.

6.

HOW DO I KNOW WHEN I HAVE PERMISSION?

If your request has been approved and your invoice has been paid in full, you have permission to reproduce the work. Your invoice acts as the copyright license.

Still haven't answered your question? Please email us at info@arsny.com

