

REPRODUCTION REQUEST

Patron Name	
E-mail	
Phone	
Address	

Method of Payment & Delivery (select one)	
Patron will pick up	
Invoice & mail	
Charge to Centenary account #	

Archives Use Only	
Date received	
Approved by	
Estimated cost	
Prepaid	
Date completed	

Fees for Reproductions (details on page 2)			
Type	No.	Cost / Item	Cost Total
Photocopy			
Digital Photograph			
Digital Scan			
Digital Audio File			
Digital Video File			
Processing Fee			
Postage			
Total			

Checks payable to:
Centenary College of Louisiana Archives

List of Reproductions (Please provide exact call number or manuscript citation, and any special instructions)

I agree to assume all responsibility for compliance with laws regarding copyright and literary right, and hold harmless Centenary College of Louisiana, its agents and employees from any legal action which may arise as a result of this transaction.

Signature

Date

REPRODUCTION FEES

- In addition to fees given below, other costs may apply:
 - No fee charged if researcher identifies materials, places order, and pays for it in person upon completion of order.
 - \$5 charge if researcher identifies materials and places order in person, but is billed.
 - \$10 charge if staff member handles entire process. This amount takes into account the extra work incurred in locating materials.
 - Additional \$10 for orders of 51–100 items; \$20 for 101-150; \$30 for 151-200, etc.
- If applicable, postage will be added.
- Mail requests must be paid in advance.
- Checks payable to “Centenary College of Louisiana Archives.”

Service Type	Price
Self-service Digital Photographs (patron uses own camera)	<ul style="list-style-type: none"> • No charge
Self-service Photocopies	<ul style="list-style-type: none"> • \$0.10/page (letter, legal, microprints)

Staff-produced Photocopies from books/journals with call numbers, collection inventories	<ul style="list-style-type: none"> • \$0.25/page (letter, legal) • \$0.50/page (ledger)
Staff-produced Photocopies from manuscript materials	<ul style="list-style-type: none"> • \$0.50/page (letter, legal) • \$0.75/page (ledger)
Staff-produced Photocopies from microforms	<ul style="list-style-type: none"> • \$0.75/page (letter)
Staff-produced Digital Photographs (using camera)	<ul style="list-style-type: none"> • \$0.25/photograph delivered by email. • Additional charge of \$5.00 for CD delivery, per CD. • Additional charge of \$1.00/print on regular paper.
Staff-produced Digital Scans, Low-Res (using low-resolution scanner)	<ul style="list-style-type: none"> • \$0.50/photograph delivered by email. • Additional charge of \$5.00 for CD delivery, per CD. • Additional charge of \$1.00/print on regular paper.
Staff-produced Digital Scans, Hi-Res (using high-resolution scanner)	<ul style="list-style-type: none"> • \$5.00/scan delivered by email. • Additional charge of \$5.00 for CD delivery, per CD. • Additional charge of \$1.00/print on regular paper.
Staff-produced Digital Audio Files (Cassette to Compact Disc)	<ul style="list-style-type: none"> • \$10/hour of tape delivered by email. • Additional charge of \$5.00 for CD delivery, per CD.
Staff-produced Digital Video (DVD to DVD)	<ul style="list-style-type: none"> • \$10 per CD