

**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 Scans			
Digital Audio Files			
Digital Video Files			
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 prices given below, a processing fee 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.
- 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 <b>Photocopies</b>	<ul style="list-style-type: none"> <li>● \$0.10/page (letter, legal, microprints)</li> </ul>
Staff-produced <b>Photocopies</b> from books/journals with call numbers, collection inventories	<ul style="list-style-type: none"> <li>● \$0.25/page (letter, legal)</li> <li>● \$0.50/page (ledger)</li> </ul>
Staff-produced <b>Photocopies</b> of manuscript materials	<ul style="list-style-type: none"> <li>● \$0.50/page (letter, legal)</li> <li>● \$0.75/page (ledger)</li> <li>● Additional charge of \$10 for orders of 51–100 copies; \$20 for 101-150; \$30 for 151-200, etc.</li> </ul>
Staff-produced <b>Photocopies</b> from microforms	<ul style="list-style-type: none"> <li>● \$0.75/page (letter)</li> </ul>
Self-service <b>Digital Photographs</b> (patron uses own camera)	<ul style="list-style-type: none"> <li>● No charge</li> </ul>
Staff-produced <b>Digital Photographs</b> (using archives’ camera and photo stand)	<ul style="list-style-type: none"> <li>● \$0.25/photograph delivered by email.</li> <li>● Additional charge of \$5.00 for CD delivery, per CD.</li> <li>● Additional charge of \$1.00/print on regular paper.</li> </ul>
Staff-produced <b>Scans</b>	<ul style="list-style-type: none"> <li>● \$5.00/scan delivered by email</li> <li>● Additional charge of \$5.00 for CD delivery, per CD.</li> <li>● Additional charge of \$1.00/print on regular paper.</li> </ul>
Staff-produced <b>Digital Audio Files</b> (Cassette to Compact Disc)	<ul style="list-style-type: none"> <li>● \$10 per hour of tape + \$5 per CD</li> </ul>
Staff-produced <b>Digital Video</b> (DVD to DVD)	<ul style="list-style-type: none"> <li>● \$10 per CD</li> </ul>