

PHOTOCOPY ORDER FORM



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SIGNATURE: _____ DATE: _____

Item No.	Collection Name	Box No.	Folder No.	Description/Folder Title	Date of Item	Number of Pages to be Copied
1						
2						
3						
4						
5						
6						
7						
8						
Please use continuation sheet for additional items					Total Pages	

Instructions for Completing the Photocopy Order Form

Photocopying is a service that the Rare Book & Manuscript Library provides its patrons; personal scanners and copiers are not permitted. **Bound material is generally not photocopied. If you are unsure, a staff member will assist you.** Photocopy orders are processed in order of receipt—usually within three to four weeks. All photocopy orders must be prepaid; we accept cash, check, or charge cards (Visa, MasterCard). You may pick up your completed order from the RBML or have it mailed to you. The library reserves the right to limit the number of photocopies made, or to decline to make requested photocopies, due to the fragile nature of material, restrictions, or if we determine that copying material violates U.S. copyright law.

On site users
.25 per page
Domestic Postage: \$6.00 for the first 100 pages
\$5.00 for each additional increment of 100 pages up to 500 pages
Remote Users
A minimum charge of \$30 for up to 50 pages (includes domestic postage and processing)
\$12.00 for each additional increment of 25 pages (includes domestic postage and processing)
International Postage for both on site and remote users is calculated on an individual basis

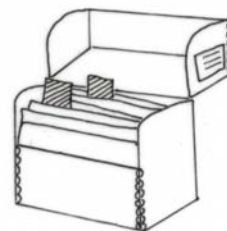
Please print clearly and provide as much information as possible, this will enable us to identify precisely which document(s) you would like photocopied.

- **Be sure to read and then sign and date the copyright statement; otherwise your order cannot be processed.**
- Please note that order forms that lack the necessary information or are illegible will delay processing.
- Specify the name of the collection, box number, and folder number in the appropriate spaces on the order form for each item you wish to have photocopied.
- Provide a detailed description of each document or folder title in the appropriate space on the order form.
- Please *enter the date of the document* and the *total number of pages to be photocopied* in the appropriate space on the order form.

Item No.	Collection Name	Box No.	Folder No.	Description/Folder Title	Date of Item	No. Pages to be Copied
1	Central Files	210	12	Smith, Adam	1969 Aug 10	3
2	A.P. Watt & Sons	--	--	Catalogued Correspondence: Austin, Alfred, 1835-1913	1927	15

Flagging material in boxes that stand upright

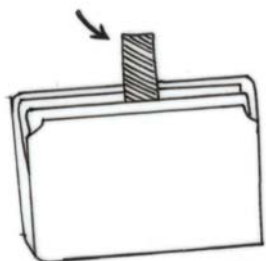
Print your last name, the page number of your *order form*, and the item number found in the left-hand margin of the form on each of the green markers. The markers should be placed so that it protrudes from the top of the folder when placed in the box.



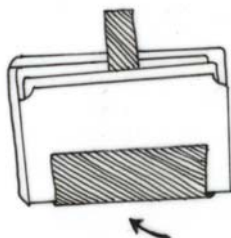
Whenever there is a break in a sequence, insert a new marker and create a new entry on the order form. (For example, pages 1-13 and pages 50-60 must be treated as separate items, even though they may be part of the same document.)

Flagging material in boxes that lay on their sides

1. Flag the material in each folder as described above.



2. Fold a green sheet of paper around the bottom of the folder(s) in which you have placed a flag.



3. Return the folder to the box so that the folded green sheet of paper is visible.

