

REPROGRAPHICS REQUEST

MANUSCRIPTS AND ARCHIVES
YALE UNIVERSITY LIBRARY

Date
MSSA Invoice No.

NAME (LAST, FIRST)	AEON ID	EMAIL ADDRESS	TELEPHONE NUMBER
MAILING ADDRESS (NO PO BOXES)			

COPY FORMATS AND DELIVERY

<p>Reference Scans PDF (full color): \$25.00 per folder (Price per folder may vary due to its size and condition) PDF (previously scanned folder): \$5.00 per file</p>	<p>High Resolution Scans TIFF (min. 400 ppi resolution, 1:1): \$15.00 per capture TIFF 1200 (1200 ppi, 1:1): \$25.00 per capture TIFF OS (18"x24" – 44"x58"; 400 ppi): \$7.00 per capture Existing TIFF (from MSSA Digital Library): \$5.00 per file</p>	<p>Special Services AV Digitization (reformatting): \$50-\$150 per item AV (previously digitized): \$15.00 per file Microfilm Duplication: \$70.00 per reel Electronic delivery of PDFs and TIFFs is free; Domestic UPS Shipping of any content, begins at \$8.00.</p>	<p>DELIVERY METHOD</p> <p><input type="radio"/> Electronic</p> <p><input type="radio"/> USB via Courier</p>
--	---	---	--

COLLECTION NAME/ PUBLICATION TITLE	COLLECTION ID/ CALL NUMBER	SERIES OR ACCESSION NUMBER	BOX NUMBER	FOLDER NUMBER OR TITLE	ITEM DESCRIPTION (e.g. Digital Library Local Record Number, Page Range, etc.)	DESIRED FORMAT (SEE ABOVE)	COUNT: Pages (pp); Folders (f); Hi-Res Scans (s); Digital Library Existing TIFFs (dl)

PLEASE NOTE: YOUR SALES ORDER MUST BE PAID WITHIN ONE MONTH OF YOUR RECEIVING IT. AFTER A MONTH, COLLECTION MATERIALS WILL BE RETURNED TO OFF-SITE STORAGE AND YOUR ORDER WILL BE CANCELED.

Tally of each: (pp) / (f) / (s) / (dl): _____
 Reprographics Request page number: _____