

PHOTOGRAPHIC SERVICES INFORMATION AND ORDER FORM

*Attn: Photographic Duplication Office The Bancroft Library, University of California, Berkeley, CA 94720-6000
(tel: 510-643-4594, fax: 510-642-7589)*

Signature: _____ Telephone: _____
(Signature signifies agreement with the copyright restrictions on the reverse of this form.)

Printed Name: _____ Date _____

Shipping Information

Organization or Company Name: _____

Address: _____

E-mail Address: _____

Method of Delivery: Pick-up at Bancroft Pick-up at LPS, room 20 Doe Email scans (\$10)

FedEx domestic (\$10) Charge to your FedEx acct. # _____ (\$3 handling fee)

International FedEx will be shipped at cost. A shipping quote will be needed for a final cost total.

****See page two for delivery services, turn-around times, and description of services.****

CALL NUMBER	TITLE OR DESCRIPTION	TYPE OR SIZE REQUIRED

Digital Scans* from Original Material

_____ Item(s) @ \$30.00 = _____

CD-ROM or Email for each order = \$10

Total = _____

*Resolution approx. 600ppi at 8"x10"; 100mb file

Digital Scans from Existing Image File

_____ Item(s) @ \$15.00 = _____

CD-ROM or Email for each order = \$10

Total = _____

Audio/Visual Duplication

_____ Duplicate CD/DVD/Tape @ \$20.00 = _____

_____ CD transfer from tape @ \$35.00 each = _____
(cost is based on finished number of discs)

Estimates to transfer film to DVD available upon request

California tax is always included in Audio/Visual duplication

Microfilm from Original Materials

Routine Book, Newspaper and Manuscripts

_____ exposures @ \$0.60 = _____

Material requiring Special Handling

_____ exposures @ \$0.90 = _____

Add Reel & Box Set @ \$1.75 = _____

Total (\$45.00 minimum) = _____

Duplicate Microfilm from Existing Film

_____ Reel(s) incl. reel & box @ \$45.00 = _____

Cost of Work = \$ _____

8.75% tax (no tax on non-CA destinations, loans, or IOCs) = \$ _____

Shipping (\$10 FedEx, \$13 bulk, \$3 handling: only one applies) = \$ _____

TOTAL = \$ _____

American Express, Discover, MasterCard, or Visa

Patron name: _____

Credit card number: _____

Expiration date: _____

Prepared by: _____
Date: _____

Prices Effective:
3/01/07-12/31/08

WARNING CONCERNING COPYRIGHT RESTRICTIONS

- The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.
- Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.
- This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.
- Microfilm of manuscript material remain the property of The Bancroft Library and are to be returned to The Bancroft Library when no longer needed by the requestor. Further photoduplication of copies provided is not permitted.

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PAYMENT: All orders must be paid in advance. Fees are for laboratory processing and shipping only. Do not include use fees on this form. Acceptable forms of payment are: 1) cash, 2) check payable to the U.C. Regents, 3) American Express, Discover, MasterCard, and Visa credit cards, 4) Interdepartmental charge or Intercampus charge, 4) University of California recharge number, and 5) printed purchase orders from an established business or institution.

PROCESS: All orders for photographic duplication from The Bancroft Library are forwarded to the **Library Photographic Service in Room 20 of the Main Library (Doe)**. Most orders are completed within **3 weeks** of receipt. Orders for digital scans are usually completed within 10 business days of receipt. Large or difficult orders may require additional time. There is an additional charge of \$60 per hour for large or difficult orders. Contact The Bancroft Library at (510) 643-4594 to inquire about the possibility of placing a RUSH order. RUSH orders are generally completed in half the time for twice the price. Inquiries concerning current, completed or future orders should be addressed to The Bancroft Library Photographic Duplication Unit.

DELIVERY: Completed orders may be picked up at LPS Monday – Friday between 10am – 1pm. FedEx Ground delivery is \$10. Large or bulky orders (more than 8 reels of microfilm) are \$13.00 per shipment. International shipments are shipped by FedEx and are charged at cost. A quote is required for a final cost total. Patrons requesting delivery by recipient's or third party FedEx accounts will be charged a \$3.00 handling fee. Delivery to P.O. Boxes will be made by USPS at a charge of \$8.

DESCRIPTION OF SERVICES:

ORIGINAL MICROFILMING is priced per exposure with a minimum charge of \$45.00. Charges are for the cost of the negative film which is retained by The Bancroft Library; the requestor receives positive microfilm. Printed materials are usually filmed at 2 pages per exposure, but volumes larger than a tabloid-sized newspaper will be filmed at one page per exposure. The arrangement of loose manuscript materials for filming is determined by the appropriate curator, and is reflected in the estimate provided to the requestor. The number of exposures per reel of film is approximately 750. Each reel of microfilm requires a box and reel set. Disparate bibliographic items cannot be filmed on a single reel.

DUPLICATE (POSITIVE) MICROFILM is produced from pre-existing negative film and is priced at \$45.00 per reel, regardless of the actual number of exposures.

DIGITAL FILES of text or images are available for purchase on CD-ROM and by electronic file transfer. Digital images exist as 24-bit TIFF, RGB formatted, 100 MB sized files. The resolution of digital images from original material is 600ppi at 8x10 inches. The fee for a digital scan created from original material is \$30. The fee for a digital scan created from an existing image file is \$15. There is an additional charge of \$10 for the cd-rom or electronic file transfer. For a electronic file transfer, the images are uploaded onto a server, then an email will inform the patron as to the location from where the images can be downloaded.

Fill out a permissions form, if applicable.

Contact Susan Snyder for permissions requests at ssnyder@library.berkeley.edu or 510-642-1595.

Download the form from <http://bancroft.berkeley.edu/reference/dsu/forms/agreement.pdf>