

**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 is required and signifies agreement with the copyright restrictions on the reverse of this form.)*

Printed Name: \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Delivery of digital files is electronic (FTP.) All files must be downloaded within 7 days.**

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

CALL NUMBER	TITLE, CAPTION, OR DESCRIPTION	special requirements

NOTE: Images may be previously scanned though they do not appear online. *Additional fees may apply for material requiring special handling*

<b>Digital Scans* from Original Material</b>	
_____ Item(s)	@\$33.00= _____
<u>Service charge for each order</u>	= \$12.00
Total	= _____

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

<b>Digital File* from Previously Scanned Material</b>	
_____ Item(s)	@\$17.00= _____
<u>Service charge for each order</u>	= \$12.00
Total	= _____

\*Resolution of older scans may be less than 600ppi at 8"x10"

<b>Audio/Visual Duplication</b>	
_____ Duplicate CD/DVD	@\$25.00= _____
_____ CD transfer from tape	@\$55.00= _____
<i>(cost may be based on finished number of discs)</i>	

*California tax is always added to Audio/Visual duplication orders.  
Estimates to transfer film to DVD available upon request.*

<b>Duplicate Microfilm from Existing Film</b>	
_____ Reel	@\$55.00 (plus 8.75% tax for CA destinations)= _____

<b>Microfilm from Original Materials</b>	
Routine Book and Print	_____ exposures @ \$0.60= _____
Newspaper and Manuscripts	_____ exposures @ \$0.70= _____
Lab charge per order	\$65.00
Total (\$90.00 minimum)	= _____
<i>(plus 8.75% tax for CA destinations)</i>	

<b>Cost of Work</b>	= \$ _____
<b>8.75% tax</b> (no tax on non-CA destinations, digital files, or IOCs.)	= \$ _____
<b>Shipping</b> (for microfilm reels: domestic \$10.00 sent USPS. International by quote.)	= \$ _____
<b>TOTAL</b>	= \$ _____

**We accept American Express, Discover, MasterCard, or Visa**      Credit card #: \_\_\_\_\_

Name on order: \_\_\_\_\_      Exp. date: \_\_\_\_\_

Name on card: \_\_\_\_\_

### **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.

Photographic reproductions are supplied for **reference purposes only**. The Bancroft Library, the Preservation Microfilming Lab, nor the Digital Imaging Lab will be responsible for obtaining permission to copy or publish copyrighted materials. If copies requested on this form are intended for publication or exhibition, now or in the future, **permission must be obtained in writing** from the Rights and Reproduction Unit of The Bancroft Library. Note that permission to publish does not constitute copyright clearance; materials owned by The Bancroft Library which may be subject to copyright clearance will also require written permission from the current copyright owner(s), or the heirs or those assigned.

**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:** Most orders for photographic duplication from The Bancroft Library are forwarded to the **Preservation Microfilm Lab** or the **Digital Imaging Lab**. Most orders for microfilm are completed within **3 weeks** of receipt. Orders for digital scans are usually completed within ten 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 1/4 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 microfilm orders may be picked up at The Bancroft Library Reference Desk in the Reading Room during library hours. USPS delivery is \$10. Large or bulky orders (more than 8 reels of microfilm) are \$13.00 per shipment. International orders 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 of digital images is electronic (FTP) only. All files must be downloaded within 7 days. A new order must be submitted for any images requested after the deletion.

### **DESCRIPTION OF SERVICES:**

**ORIGINAL MICROFILMING** is priced per exposure with a minimum charge of \$90.00. 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 includes 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 \$55.00 per reel, regardless of the actual number of exposures.

**DIGITAL FILES** of text or images are available for purchase 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 \$33. The fee for a digital scan created from an existing image file is \$17. There is an additional service charge of \$12 per order. Digital files from older scans may be less than 600ppi. For an electronic file transfer, the images are uploaded onto a server, and then an email will inform the patron of the location from which the images may be downloaded. There is no tax added for digital files.

### **Fill out a permissions form, if applicable.**

Contact Susan Snyder for permissions requests at [ssnyder@library.berkeley.edu](mailto:ssnyder@library.berkeley.edu) or 510-642-1595.

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