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**Limit:** 10 scanned images per academic term

**Fees:** \$1.00 per image

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**Fees:** \$1.00 per page

**Theses:**

**Fees:** \$25.00 for entire thesis, photocopies or PDFs

Self-service digital photography is allowed

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**Fees:** \$10.00 for audio or video copies from other collections

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**Limits:** No photocopies or PDFs by staff

Self-service digital photography is allowed

**Shipping and handling:**

**Fees:** \$5.00 for reproduction requests that will be delivered to the researcher via USPS or FedEx

**Self-service digital photography:**

Researchers may borrow the departmental camera for 2 hour intervals at no charge

**Fees:** \$5.00 to purchase a USB drive if needed to transfer files

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**REPRODUCTION REQUEST**

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Date: \_\_\_\_\_

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Collection/Book	Box/Call Number	Folder Title	Document	Pages (double-sided counts as 2 pages)	Format Notes

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# REPRODUCTION REQUEST

Patron Name: \_\_\_\_\_

Date: \_\_\_\_\_

Sheet: \_\_\_\_\_

Collection/Book	Box/Call Number	Folder Title	Document	Pages (double-sided counts as 2 pages)	Format Notes

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