



Reproduction of Collection Materials
 Sharlot Hall Museum – Library & Archives
 415 West Gurley Street
 Prescott, AZ 86301
 Telephone: 928.445.3122 ext. 14 & 15
 Fax: 928.776.9053
www.sharlot.org/archives

Reproduction of Collection Materials – Fee Schedule

Item Ordered	Fee
Prints (from digitized image)	
8 x 10	\$15
11 x 17	\$25
Images on CD	
1 st Image	\$15
Subsequent Images	\$5/each
Images via Email	
1 image	\$10
Scanning Fees for images not yet digitized	
300 DPI Scan	\$15
600 DPI Scan	\$30
800+ DPI Scan	\$50
<i>*Please note: if original image is larger than 11 x 17, an additional \$5/square foot will be assessed</i>	
Audio Recordings	
1 Cassette	\$10
1 CD	\$15
<i>*Please note: a digital transfer fee of \$20/running hour will be assessed</i>	

Shipping & Handling

Continental U.S. Shipping
 International Shipping

Fee

\$7.50
 Varies



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Reproduction of Collection Materials – Order Form

	Call Number	Description of Material	Format/Type	Size	Quantity	Cost	Rush – Photos Ready in 5 Working Days
1							
2							
3							
4							
5							
Scanning/Digitization Fees							
Shipping & Handling Fees						+ \$7.50	
Total							

Reproduction of Collection Materials – Order Form (continued)

Date _____

Name _____

Address _____

City, State, Zip Code _____

Telephone _____

Email _____

Terms & Conditions

I understand the following:

- If I wish to publish, display, or reproduce in any form (e.g. books, magazines, internet publishing, scans, photocopies, photographs, etc.) the items requested, I must first obtain written permission from the Sharlot hall Museum Library & Archives. *Please call for more information*
- Photographs may not be exactly the size requested, but will be reproduced as closely to the requested size depending on the ratio of dimensions of the original image
- Photo orders may take up to 4 weeks to complete
- Cost will be doubled for rush orders
- *Prepayment of reproduction fees is required before orders are processed.*
- I understand that the Sharlot Hall Museum Library and Archives reserves the right to refuse reproduction of any of its materials, and to impose such conditions as it may deem appropriate
- Digital files of images, text, sound recordings, or moving images remain the property of Sharlot Hall Museum. They may not be copied, modified, resold, or deposited with another institution

Signature

Date

Staff Notes: