

# REPRODUCTION REQUEST

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
(To help us provide the best service, please print clearly.)

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(for help in calculating sales tax)

**Fees:**

\$.25 for each reproduction or AV file. Fees are waived for fewer than 10 reproductions or 10 AV files.  
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**Request:**

- a. Published materials: Title, Call Number, Page Numbers
- b. Archival materials: Collection Name, Collection #, Box #, Folder #
- c. Audiovisual materials: Collection #, AV Item #, AV Item Title

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reproduction Use:**

Private Use  Non-Commercial Distribution  Commercial Distribution (Publishing)  
If items are intended for commercial distribution now or in the future, refer to **USE AGREEMENT**.

**Timeline:**

Payment required before delivery. Standard orders take 2-4 business days. Timelines and fees for large requests, and audio and video items that have not yet been digitized, will be arranged with curators/archivists.

**Delivery Options:**

Digital Scans:  Online  Pick-up  Mail (+ shipping costs)  
Photocopies:  Pick-up  Mail (+ shipping costs)  
Audiovisual:  Online  Pick-up  Mail (+ shipping costs)

**Agreement:**

Your signature below indicates that you have read, and accept personally and on behalf of any organization you represent, the conditions on the back of this form.

Patron signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Special Collections Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

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  - b. Archival materials: Collection Name, Collections#, Box#, Folder#
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11. Payment is required before the reproductions are delivered.
12. We request applicant send 2 copies of the final work for archiving in Special Collections.
13. All contract claims and controversies arising under this contract shall be resolved pursuant to existing Utah laws and the policies and procedures of the University of Utah.

----- **Library Staff** -----

\$.25 for each reproduction/AV file

(Fee waived for orders under 10 reproductions/10 AV files)

\_\_\_\_\_ Total number of reproductions/files (Added by SPC Staff)

\_\_\_\_\_ Subtotal (Calculated by SPC Staff)

\_\_\_\_\_ Utah State Tax (Added by Reserve staff)

\_\_\_\_\_ Total amount due (Calculated by Reserve staff)

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