



PHOTO REPRODUCTION REQUEST

Revised 2024

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ITEMS REQUESTED:

ITEM DESCRIPTION	FOLDER	BOX #	COLLECTION / PUBLICATION TITLE	COLLECTION / PUBLICATION #

SERVICES REQUESTED:

SERVICE	FEE	PLEASE INITIAL YOUR CHOICE(S)
Scan resolution at 300dpi or lower	\$20.00/image	
Scan resolution greater than 300dpi	\$30.00/image	
Expedited service fee (completion in less than 10 business days)	\$50.00	

CONDITIONS OF SERVICE:

- Payment must be made at the time of order. **Online payment is not available; contact LH/SC staff for alternate arrangements.
- Orders will take approximately 2-3 weeks to complete.
- Delivery of files will be made through the Alexandria Library's Dropbox account.
- This form permits one-time use only.

Credit line for reproduced materials should read:

[Item description], [Collection title and number], Alexandria Library, Local History and Special Collections.

Conditions continued on page 2...

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