



**Special Collections  
National Agricultural Library**

## **Reproduction Services – Guidelines and Prices October 2005**

Special Collections offers reproductions of images and print materials within its collections in a wide variety of formats. To provide excellent service while preserving historic materials, Special Collections has established the following guidelines.

- Reproductions will be made only if there is no risk of damage to the original.
- Items requiring special handling such as fragile or exceptionally large originals will incur added charges.
- Rush orders (3-5 working days) occasionally may be arranged. A surcharge agreed upon at the time of the order will be applied.
- Patrons requesting reproductions are responsible for complying with U.S. Copyright Law (U.S. Code, Title 17). No more than 50 pages of any single copyrighted item will be reproduced.
- Add \$5.00 per order for shipping and handling. Large orders or orders mailed outside of the U.S. may require additional shipping charges.
- Because we are required to recover our costs, all prices are subject to change.

### **How to place an order:**

- Send the completed printable Order Form for Reproduction Services and the Permission to Publish forms to Special Collections by mail or fax, or scan them and send them as an email attachment. Address information is found below.
- Once Special Collections receives the forms and reviews the order, a confirmation email and invoice will be sent to you.
- Mail check or money order to Special Collections.
- Make checks or money orders in U.S. funds payable to **National Agricultural Library**.
- Once payment is received, Special Collections will process the order. Orders are processed within two work days of payment receipt. Allow 4-6 weeks for receipt of reproductions.

### **For questions or to place an order, contact:**

**Special Collections  
National Agricultural Library  
10301 Baltimore Avenue  
Beltsville, MD 20705-2351**

**Phone: (301) 504-5876  
Fax: (301) 504-7593  
E-mail: [speccoll@nal.usda.gov](mailto:speccoll@nal.usda.gov)**

## Prices for Photographic Prints and Digital Files

| <u>Product</u>             | <u>Photographic Paper</u> | <u>Fine Arts Paper</u> | <u>CD-ROM</u> |
|----------------------------|---------------------------|------------------------|---------------|
| 8" x 10" or smaller print* | \$40.00                   | \$50.00                | --            |
| 11" x 14" print            | \$50.00                   | \$60.00                | --            |
| Oversize prints            | Individually priced       |                        |               |
| Digital file               | --                        | --                     | \$75.00       |

### Note:

For items not previously scanned, add \$40.00 to each of the print prices listed above.

\* Image sizes smaller than 8" x 10" may be ordered, but smaller images will be printed on 8" x 10" paper and will require trimming.

## Prices for Photocopy Services

| <u>Black and White Photocopies</u> | <u>Cost for 1 to 50 pages</u> | <u>Cost per additional page after 50 pages</u> |
|------------------------------------|-------------------------------|--|
| 8 ½" x 11" or 8 ½" x 14"           | \$13.00                       | \$0.50   |

| <u>Color Photocopies Flat materials only</u> | <u>Color copier paper</u> | <u>Glossy photographic quality paper</u> |
|--|---------------------------|--|
| 8 ½" x 11"                                   | \$2.00 per page           | \$4.00 per page                          |
| 11" x 17"                                    | \$3.00 per page           | \$6.00 per page                          |

### Note:

Up to 50 pages per published item may be photocopied.

Requests for large quantities of photocopies are subject to additional handling and shipping charges.