



Request for Digital Scans or Photographic Reproduction

Requests for reproductions of archival material are subject to the approval of the UTSA Archives. Reproduction decisions are based upon both preservation and copyright concerns. All scans, except for scans of transparent media, will be produced by staff and cannot always be met on demand. Pre-payment is required on all orders. Payment may be made by check or money order. Checks should be made out to University of Texas at San Antonio Library.

Date of Request: _____

Name: _____

UTSA ID (if student): _____

UTSA/ITC Department (if staff): _____

E-mail: _____

Signature: _____

If order is to be mailed:

Street address: _____

City/State/Zip: _____

Telephone: (____) _____

Staff use only

Delivery: Mail Pick up

Subtotal this page: \$ _____

Subtotal back page: \$ _____

of CDs: ____ @ ____ Total: \$ _____

20% UTSA/ITC discount: \$ - _____

TX Res.: 8.25% sales tax: \$ _____

Shipping/Handling: \$ _____

RUSH: \$ _____

TOTAL: \$ _____

Payment received (date): _____

Collection Number	Box #	Folder #	Photo/Negative # or brief description of item	Services Required	Price

Charges

- Digital reproduction (scan): \$12.00 per image, plus \$2.00 for storage media (CD or floppy disk). Scanning is considered on a case-by-case basis.
- At this time, scans of transparent media (e.g., negatives) are made by a photo lab outside the university. Prices are set by the lab.
- Photographic reproductions are made by a photo lab outside the university. Prices are set by the lab. For a current price list, please ask the UTSA Archives staff.
- A handling fee of \$5.00 per order is charged for all orders that must be mailed out.
- Current UTSA staff, faculty, and students, as well as current ITC staff and volunteers, receive a 20% discount on services performed by the Archives.

Credit

Proper credit must be given in citations. Example: Texas Pavilion, May 1968. San Antonio Fair, Inc. Records, 1963-1995, MS 31. Archives and Special Collections, University of Texas at San Antonio Library.

Copyright

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