



UNIVERSITY OF ALBERTA LIBRARIES

**UNIVERSITY OF ALBERTA ARCHIVES
Digital Reproduction Procedures, Tariff and Order Form**

1. Date of Order: _____ Date Required: _____

2. Proposed use of copies:

3. Photograph Reproductions ordered
(Read attached Polices, Procedures and Tariff list)

Reference #	Format Requested*	Size **	Quantity	Price
				S&H
				GST
				Total

* **Format: Matte, Glossy, Sepea, Slides**

** **Size: 4x5 12x14**
5x7
8x10 Other – please specify _____

4. Digital Image reproductions ordered. (Read attached Procedures and Tariff)

Reference #	Quantity	Format Requested*	Price
S&H			

GST

Total

* **TIFF or JPEG**

5. Name of Client: (please print) _____

Address: _____

Telephone: _____

Fax: _____

Mailing Address: (if different than above)

6. Complete Where Appropriate

- Notify me when reproductions are ready for pick – up
- Mail me the reproductions when they are ready
- Courier the reproductions to me at my expense
- E-Mail me the reproductions (JPEG Only)

By signing this order I certify that I have read and understood the Archives Digital Reproduction Procedures and Tariff, agree to pay the charges as indicated in the tariff and understand that payment is due upon receipt of the reproductions.

Signature _____

The personal information requested on this form is collected under the authority of section 33c of the Alberta Freedom of Information and Protection of Privacy Act for the purpose of ordering copies of the photographic records in the custody and control of the University Archives. Questions relating to the collection use and disposal of this personal information should be directed to the University Archivist, University of Alberta #100 – 8170 50th Street Edmonton AB T6G 2E1

7. Digital Reproduction Procedures and Tariffs.

7.1 Archival Material Reproduction Services and Requirements

- All order forms must be completed in full and signed by the client before reproduction is carried out:
 - Digital images will be provided in either TIFF or JPEG format only. TIFFs are approximately 10 megabytes in size at a resolution of 300 dpi for color and 600 dpi for greyscale. These files cannot be sent as attachments or via ftp.
 - Cost of the images include the CD Rom where applicable.
 - The University Archives charges a commercial rate for commercial use. It is defined as use for non-academic magazines, newspapers, film television, use in offices or restaurants, and use in advertising such as program brochures, calendars, posters, place mats, post cards, etc, but is exclusive of publications which promote the University of Alberta or its Archives.
 - Clients may pick up their orders without incurring a shipping and handling charge or may have them mailed or couriered to them at a shipping and handling fee.
 - Courier fees are at the expense of the client
 - GST and shipping and handling fees are not charged to University Units.
 - GST is charged on all non – University unit orders.
 - Payment may be made in cash, cheque or, in the case of a University unit, by indent.
 - Clients may use their own photographic or scanning equipment but will be charged \$3.00 plus GST for each photograph used.
 - Use of photographs from the University Archives in publications must be appropriately attributed with full citation to the University of Alberta Archives.

7.2 Ordering Procedures

- Identify the items which require reproduction.
- Read and complete required sections of the form, as appropriate.
- Read the reproduction procedures and the tariff.
- Sign the form
- Give the signed form and material to an Archives staff member.

7.3 Tariff

Non - Commercial Photographic Reproduction Tariff

Black & white Copies or Enlargements	Service
4 x 5	\$ 20.00
5 x 7	\$20.00
8 x 10	\$20.00
11 x 14	\$25.00
Slides (B&W or colour)	\$10.00

7.3.1 Regular Digital Imaging Reproduction Tariff

Photographic images previously digitized:

Cost: \$7.00 per image (plus GST and Shipping and Handling)

7.3.2 Commercial Rate

Photographs/slides (any size)
and digital images

B/W:	\$150.00
Colour:	\$150.00

7.3.3 Shipping and Handling Charges

Cost of Reproduction Service	Handling
\$7.00 - \$50.00	\$ 5.00
\$50.00 - \$100.00	\$ 7.50

\$100.00 +

\$10.00

Courier service is at the expense of the client.

7.3.4 GST

A 5% Goods and Services Tax (GST) will be applied to each reproduction request except for University units.