

## Procedures for Requesting Copies

No telephone or e-mail requests are accepted.

Please **do not** forward payment with your request. An invoice will be sent with the completed copies.

Please ask the staff member at the Service Desk in the Reading Room to explain the procedures for requesting photocopies to you. Requests for copies produced by staff must be made by filling out and signing a Duplication Request Form or submitting a written, *signed* request via mail or fax to:

### Special Collections Public Services

#### LSU Libraries

Louisiana State University

Baton Rouge, LA 70803-3300

Fax: 225/578-9425

### When will my copies be ready?

We do our best to fulfill copy requests as promptly as possible. Requests are queued according to size of the order, and filled in the order received. Rush requests are not accepted. Please allow adequate time for your order to be filled, according to the following timetable (times given are approximate):

<i># of copies of Tapes</i>	<i># of weekdays to allow</i>
1 to 5	2 weekdays
5 to 10	3 weekdays
10 to 25	5 weekdays
25 to 40	10 weekdays
40+	as negotiated

<i># of tapes to CDs</i>	<i># of weekdays to allow</i>
1 to 5	3 weekdays
5 to 10	4 -5 weekdays
10 to 25	5-6 weekdays
25 to 40	10 weekdays
40+	as negotiated

To check if copies are ready, call 225-578-6568.

**Note:** In addition to prices given below, a **processing fee** may apply:

No processing fee will be charged if requestor comes to the library and, in person, identifies materials, places order, and pays for it upon completion of order.

A minimum of \$5 will be charged if requestor identifies materials and places order in person, but is billed.

A minimum of \$10 will be charged if a staff member handles entire process. If applicable, postage will be added at cost.

<b>Service type</b>	<b>Price</b>
Self-service electrostatic copies (aka photocopies)	.05/page letter or legal .10/page ledger .25/page microprints Note: emailed self-service scans are free.
Staff-produced copies from book/journals with call numbers	.30/page letter or legal .50/page ledger
Staff-produced copies (either low-resolution digital or paper) from manuscript materials	.50/image, any size .50/page letter or legal .70/page ledger Additional charges: \$10 for orders of 51–100 copies; \$20 for 101-150; \$30 for 151-200, etc.
Cassette to cassette	\$10 per tape
Cassette to digital audio file	\$10 minimum + \$10 per hour of tape
Reel to reel, reel to cassette, cassette to reel	\$100 per hour of tape
Interview transcript (pdf) from pre-existing digital file	\$5 per interview session
Interview transcript (pdf) from paper transcript with OCR	\$5 minimum for up to 10 pages, plus \$0.25/page thereafter