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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?

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<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.

Price List

- *Postage & handling fee:* \$5.00 per request. Charged only when copies, prints, or CD's are mailed. Additional postage will be charged to cover the cost of mailing large requests.

- *Fax fee:* \$5.00 per request. Only requests under 10 pages can be faxed.
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ELECTROSTATIC COPIES (PHOTOCOPIES) Transcripts, Indexes, and Abstracts

Self-service:

\$.05 page (8 ½ x 11", 8 ½ x 14")

\$.10 page (11 x 17")

Staff-produced copies from books/journals with call numbers:

\$.30 page (8 ½ x 11", 8 ½ x 14")

\$.50 page (11 x 17")

AUDIO RECORDINGS

Special Collections is the repository for the T. Harry Williams Center for Oral History. If tapes are not restricted by the interviewer, interviewee, or donor, cassette copies may be purchased for \$5 per tape. Transfers of tape to CD may be purchased for \$7 per tape to CD. Reel to reel, reel to cassette, and cassette to reel tapes are produced for a fee of \$20 per hour of lab time (i.e. \$20 for 1 hour tape, \$30 for a 90 minute tape). A minimum of \$5.00 s/h charge will be added to all mailed audio recordings.

If you require a type of reproduction other than those listed above, please consult a staff member.

Hints for Requesting Audio or Transcript Copies:

If you are requesting transcript copies, please indicate that you would like a photocopy of a transcript (or certain pages within the transcript) in the T. Harry Williams Center for Oral History Collection. Please provide the name of the interviewee and Collection number (4700.####).

If you are requesting audio cassette duplication, please include both the collection number and the tape number.