



How to Order Photocopies and Photographic Reproductions

Photocopy and photographic duplication decisions are made on a case by case basis by the Center's staff. Some materials cannot be duplicated due to condition or other restrictions.

To Order Photocopies:

1. **READ:** Find the CAH Photocopying Price List and Policies form in the vertical bin in front of the Reference Desk.
2. **COMPLETE THE PHOTOCOPY ORDER FORM:** Print legibly and include the following: all necessary contact information (including UT Student status), whether copies will be picked up or mailed, how the order was submitted, box or call numbers, a precise description of the material to be copied, and an estimated number of pages.
3. **FLAG IT:** Put a pink PLEASE PHOTOCOPY marker flag in front of any single items to be copied. STOP marker flags are available for multiple pages of material. Place marker flags perpendicular to the folders for easy reference. There is no reason to mark on the flags. If there are already copy flags in boxes, use yellow scratch paper instead of the pink markers to distinguish your request from the others. Continue lengthy orders of 14+ items on additional order forms, marking the "Page _____ of _____" section appropriately (i.e. Page 1 of 3, Page 2 of 3, etc.).
4. **PUT IT BACK IN THE BOX:** Place the documents, folder or volume to be copied back in the manuscripts box in original order.
5. **RETURN BOX TO REFERENCE DESK:** Inform the Reading Room Staff that you have a photocopy request.
6. **PAYMENT:** If your copy order totals 200 pages or more, then the photocopy technician will contact you later about partial prepayment. If your order is less than 200 pages, then we will include an invoice with your order when we mail it or when you pick it up.

To Order Photographic Reproductions:

1. **READ:** See the CAH PHOTOGRAPH DUPLICATION PRICE LIST and the PHOTOGRAPH ORDER FORM for prices and policies regarding photographic duplication.
2. **COMPLETE THE ORDER FORM:** Read the restrictions to purchasing a photograph and the copyright concerns on the front of the green PHOTOGRAPH ORDER FORM, and sign the bottom of the form indicating you agree to abide by our policies. Print legibly and fill out the back of the green PHOTOGRAPH ORDER FORM, giving the item description, the material or collection title, the location (call number or box number), the format in which you wish the reproduction to be; and the size of the reproduction you wish to purchase (if a print).
3. **FLAG IT:** Put a green PLEASE PHOTOGRAPH marker flag in front of any single items to be copied. STOP marker flags are available for multiple images. Place marker flags perpendicular to the folders for easy reference. There is no reason to mark on the flags. If there are already copy flags in boxes, use yellow scratch paper instead of the pink markers to distinguish your request from the other orders. Continue lengthy orders of 10+ items on additional order forms, marking the "Page _____ of _____" section appropriately (i.e. Page 1 of 3, Page 2 of 3, etc.).
4. **PUT IT BACK IN THE BOX:** Place the documents, folder or volume to be copied back in the manuscripts box in original order.
5. **RETURN BOX TO REFERENCE DESK:** Inform the Reading Room Staff that you have a photocopy request.
6. **PAYMENT:** Pre-payment required on all photograph orders. CAH photo services will contact you by email with the total amount owed and discuss payment.