



UNIVERSITY OF ALBERTA LIBRARIES

DIGITAL REPRODUCTION ORDER FORM

1. Date of Order: _____ Date Required: _____

2. Proposed use of copies:

3. Digital Image Reproductions Ordered. (Read attached Procedures and Fees)

Reference #	Resolution	Format Requested*	Price
GST			
Total			

* **TIFF or JPEG**

4. Name of Client: (please print) _____

Address: _____

Telephone: _____

Fax: _____

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 Records Archivist, University of Alberta #100 – 8170 50th Street Edmonton AB T6G 2E1



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DIGITAL REPRODUCTION PROCEDURES & TARIFFS

Digital Reproduction Policy:

- All order forms must be completed in full and signed by the client before reproduction is carried out.
- All reproductions will be provided in digital format only.
- The Archives may grant clients a once-only, world-wide, non-exclusive use of the material requested and must be appropriately attributed with full citation to the University of Alberta Archives.
- Regular digital service is five (5) business days from date of order.
- Vendor digitization is coordinated through the Archives. Depending on material type vendor digitization may take between 5 days (rush orders) and 2 months to complete.
- Digital images will be provided in either TIFF or JPEG format only.
 - TIFF: 600 DPI 100 MB for 8.5 x 11 Image
 - JPEG: 300 DPI 5 MB for 8.5 x 11 Image
- The Archives holds some records containing personal information subject to the *Alberta Freedom of Information and Protection of Privacy Act*. The Archives observes the privacy provisions of the Alberta Freedom of Information and Protection of Privacy Legislation. Some material may not be available for reproduction. Researchers are encouraged to consult an archivist for further information.

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.
- Email the form to the UAA at archives@ualberta.ca

Digital Reproduction Tariffs:

- Textual and graphic materials smaller than 11x14 may be digitized in-house at a cost of \$15.00 per image, plus GST.
- GST is not charged to University Units.
- Fees for images will not be charged when requested items have been previously digitized in TIFF format.
- Invoices are available to all orders of \$50.00 or greater.
- Orders will not be filled until payment is received.
- Audio visual materials (sound recordings and moving images) as well as oversized materials, including cartographic and architectural items, are digitized through vendors.
- Materials digitized by vendors are completed at the cost of the researcher. No additional fees apply.
- Payment may be made by cheque or credit card, or by indent for University units.