

Special Collections and Archives Division

History of Aviation Collection University Archives Wineburgh Philatelic Research Library Louise B. Belsterling Botanical Collection Rare Book Collection Eugene and Margaret McDermott Collection

Scanning, Video, and Audio Request Form

Name of	f Applicant/	Organization	/Agency:							
Address	:			City:						
State:			ZIP:	Count	ry:					
E-mail:				US Pho	one Numbe	r:				
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	Notice:	Warning	J Conceri	ning Copyrigh	nt Restri	ctions				
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Scans/Video/Audio	Collection/Box/Folder No.	Quantity Unit Price Amount									
Fee Schedule	1	Total									
Image Scans:	č0.00										
New Scans Previously Scanned	\$8.00 \$4.00										
CD-R/Case	\$1.00										
Photo Paper	\$1.00										
Digital Correction	\$50.00 (minimum charge hourly) plus \$8.00 per Scan \$10.00 (minimum charge hourly for image assembly)	Shipping and									
Large Format Items	\$ 10.00 (minimum charge nouny for image assembly)	,									
Video Duplication	:		Grand Total								
Video Tape (VHS)	\$15.00										
DVD-R	\$15.00										
Audio Duplication	:										
Cassette Tape	\$8.00										
CD-R/Case	\$10.00										
Shipping and Handling (Minimum Charges): Domestic: \$5.00; Foreign: \$20.00											
Original Media Forr	mat Requested:										
Scanning Instruction (Choose from Drop-down List)											
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Video/Audio Instruction (Choose from Drop-down List)											
Media Output:											
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Special Collections and Archives Division, Eugene McDermott Library, The University of Texas at Dallas. 800 W. Campbell Road, MC33, Richardson, Texas 75083-0643, USA, Phone: 972.883.2570, website: http://www.utdallas.edu/library/uniquecoll/speccoll/index.htm