PHOTOGRAPHS

| | Your Needs | Your Format Options | Your Copy Options | Your Delivery Options |
|----------|--|--|--|---|
| | | | Most commonly 300 dpi. | |
| Option 1 | You want a high quality digital image for research, personal use, or publication or other commercial use (see requirements under | A high-resolution digital file (TIFF) that meets federal preservation standards in resolution, depth, and range. | Also available in as 400 to 3,200 dpi, depending on object size. | Email or CD, depending on size of file and/or customer preference. |
| | Copyright section) | dopui, and range. | Black and white or color depending on the original. | profesioned. |
| | You want a high-quality image printed on paper. | An image printed by professional photographers from a digital scan on to resincoated photographic paper. | Most commonly 8"x10". | Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping. |
| Option 2 | You want an image ready to frame. | | Also available in sizes 11"x14", 16"x20", and 20"x24", depending on original. | |
| | | | Black and white or color depending on the original. | |
| | | | | |
| Option 3 | You want paper copies for reference or research, and have no need for a high-quality copy | A standard paper - photocopy | 8"x10" and 11"x17". | Tracked shipping via Fed Ex or USPS. Shipments |
| | You want paper copies of contact sheets to identify which images to have duplicated at a high resolution | | Black and white or color depending on the original. | are appropriately packed to help avoid damage during shipping. |

MAPS

| | Your Needs | Your Format Options | Your Copy Options | Your Delivery Options |
|----------|--|--|---|---|
| | | | Most commonly 300 dpi. | |
| Option 1 | You want a high quality digital image for research, personal use, or publication or other commercial use (see requirements under | A high-resolution digital file (TIFF) that meets federal preservation standards in resolution, depth, and range. | Also available in as 400 to 600 dpi, depending on object size. | Email or CD, depending on size of file and/or customer preference. |
| | Copyright) | depth, and range. | Black and white or color depending on the original. | profesiones. |
| | | | | 1 |
| | You want a high-quality image printed on paper. | | Most commonly 8"x10". | |
| Option 2 | Image is ready to hang on a wall. | An image printed by professional photographers from a digital scan on to resincoated photo paper. | Also available in sizes 11"x14", 16"x20", and 20"x24", depending on original. | Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage |
| | | | Black and white or color depending on the original. | during shipping. |
| | | | | 1 |
| Option 3 | You want paper copies for reference or research, and have no need for high quality | A standard paper photocopy | 8"x10" and 11"x17". Black and white or color depending on the original. | Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping. |

MANUSCRIPTS

| | Your Needs | Your Format Options | Your Copy Options | Your Delivery Options |
|----------|---|--|--|---|
| Option 1 | You want paper copies for reference or research, and have no need for high quality | A standard paper photocopy | 8"x10" and 11"x17". Black and white or color depending on the original. | Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping. |
| | You want digital copies for reference or research. | A digital photocopy | Black and white PDF | Email or CD, depending on size |
| Option 2 | You are storing and using your material on a computer and have no need for high quality | | file(s) containing the scanned materials. | of file and/or customer preference. |
| | ption 3 personal use, or publication or other commercial use (see sta | | Most commonly 300 dpi. | Email or CD, depending on size of file and/or customer preference. |
| Option 3 | | A high-resolution digital file (TIFF) that meets federal preservation standards in resolution, depth, and range. | • | |
| | | | Black and white or color depending on the original. | |
| | | | Most commonly 8"x10". | |
| | | An image printed by | Also available in sizes | Tracked shipping |
| Option 4 | You want a high quality image printed on paper. Image is ready to hang on a wall. | professional 11"x14", 16"> | 11"x14", 16"x20", and 20"x24", depending on | via Fed Ex or USPS. Shipments are appropriately packed to help |
| | waii. | coated photo paper. | Black and white or color depending on the original. | avoid damage during shipping. |
| Option 5 | You have the technology & environment to read & store microfilm | A microfilm reel | Duplicate microfilm reel. Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying. Reel to paper photocopy. | Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping. |

NEWSPAPER

| | Your Needs | Your Format Options | Your Copy Options | Your Delivery Options |
|----------|---|--|--|---|
| Option 1 | You want digital copies for reference or research. You are storing and using your material on a computer and have no need for high quality | A digital photocopy saved as a PDF. | Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying. | Email or CD, depending on size of file and/or customer preference. |
| Option 2 | You want a high quality digital image for research, personal use, or publication or other commercial use (see requirements under Copyright section) | A high-resolution digital file (TIFF) that meets federal preservation standards in resolution, depth, and range. | Most commonly 300 dpi. Also available in 400 to 750 dpi, depending on object size. Black and white or color depending on the original. | Email or CD, depending on size of file and/or customer preference. |
| Option 3 | You want paper copies for reference or research, and have no need for high quality | A standard paper photocopy | 8"x10" and 11"x17". Black and white or color depending on the original. | Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping. |
| Option 4 | You have the technology & environment to read & store microfilm | A microfilm reel | Duplicate microfilm reel. Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying. Reel to paper photocopy. | Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping. |

PERIODICAL/JOURNAL

| | Your Needs | Your Format Options | Your Copy Options | Your Delivery Options |
|----------|---|--|--|---|
| Option 1 | You want digital copies for reference or research. You are storing and using your material on a computer and have no need for high quality | A digital photocopy saved as a PDF. | Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying. | Email or CD, depending on size of file and/or customer preference. |
| Option 2 | You want a high quality digital image for research, personal use, or publication or other commercial use (see requirements under Copyright section) | A high-resolution digital file (TIFF) that meets federal preservation standards in resolution, depth, and range. | Most commonly 300 dpi. Also available in as 400 to 750 dpi, depending on object size. Black and white or color depending on the original. | Email or CD, depending on size of file and/or customer preference. |
| Option 3 | You want paper copies for reference or research, and have no need for high quality | A standard paper photocopy | 8"x10" and 11"x17". Black and white or color depending on the original. | Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping. |
| Option 4 | You have the technology & environment to read & store microfilm | A microfilm reel | Duplicate microfilm reel. Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying. Reel to paper photocopy. | Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping. |

SHEET MUSIC & SCORES

| | Your Needs | Your Format Options | Your Copy Options | Your Delivery Options |
|----------|--|---|---|---|
| | You want digital copies for reference or research. | A digital photocopy saved as a PDF. | Black and white PDF file(s) containing the | Email or CD, depending on size |
| Option 1 | | | scanned materials. Quality is similar to that of photocopying. | |
| | | T | | |
| Option 2 | You want a high quality digital image for research, personal use, or publication | file (TIFF) that meets federal preservation | 750 dpi, depending on | Email or CD, depending on size of file and/or customer preference. |
| | or other commercial use (see requirements under Copyright section). | standards in resolution, depth, and range. | Black and white or color depending on the original. | |
| | | T | | |
| Option 3 | You want paper copies for reference or research, and have no need for high quality | A standard paper photocopy | 8"x10" and 11"x17". Black and white or color depending on the original. | Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping. |

| POSTE | KO | | | |
|----------|--|---|---|---|
| | Your Needs | Your Format Options | Your Copy Options | Your Delivery Options |
| Option 1 | personal use, or publication federal | file (TIFF) that meets federal preservation | 3,200 dpi, depending on object size. depending on of file | depending on size of file and/or |
| | requirements under Copyright section). | denth and range | Black and white or color depending on the original. | customer preference. |
| Option 2 | Option 2 image printed on paper. Image is ready to hang on a | An image printed by professional | Most commonly 8"x10". Also available in sizes 11"x14", 16"x20", and 20"x24", depending on original. | Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping. |
| | | | Black and white or color depending on the original. | |

RARE BOOKS

| | Your Needs | Your Format Options | Your Copy Options | Your Delivery Options |
|----------|--|--|---|---|
| Option 1 | You want digital copies for reference or research. You are storing and using your material on a computer and have no need for high quality. | A digital photocopy saved as a PDF. | Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying. | Email or CD, depending on size of file and/or customer preference. |
| Option 2 | You want a high quality digital image for research, personal use, or publication or other commercial use (see requirements under Copyright section). | A high-resolution digital file (TIFF) that meets federal preservation standards in resolution, depth, and range. | Most commonly 300 dpi. Also available in as 400 to 3,200 dpi, depending on object size. Black and white or color depending on the original. | Email or CD, depending on size of file and/or customer preference. |
| Option 3 | You want paper copies for reference or research, and have no need for high quality | A standard paper photocopy | 8"x10" and 11"x17". Black and white or color depending on the original. | Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping. |
| Option 4 | You want a high quality image printed on paper. Image is ready to hang on a wall. | An image printed by professional photographers from a digital scan on to resincoated photo paper. | Most commonly 8"x10". Also available in sizes 11"x14", 16"x20", and 20"x24", depending on original. Black and white or color depending on the original. | Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping. |

ART PRINTS & ILLUSTRATIONS

| | Your Needs | Your Format Options | Your Copy Options | Your Delivery Options |
|----------|---|---|--|---|
| Option 1 | You want a high quality digital image for research, personal use, or publication or other commercial use (see | A high-resolution digital file (TIFF) that meets federal preservation standards in resolution. | Most commonly 300 dpi. Also available in as 400 to 3,200 dpi, depending on object size. | Email or CD, depending on size of file and/or customer |
| | requirements under Copyright section). | depth, and range. | Black and white or color depending on the original. | preference. |
| Option 2 | You want a high quality image printed on paper. Image is ready to hang on a wall. | An image printed by professional photographers from a digital scan on to resincoated photo paper. | Most commonly 8"x10". Also available in sizes 11"x14", 16"x20", and 20"x24", depending on original. Black and white or color | Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage |
| | | | | during shipping. |
| Option 3 | You want digital copies for reference or research. You are storing and using your material on a computer and have no need for high quality. | A digital photocopy saved as a PDF. | Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying. | Email or CD, depending on size of file and/or customer preference. |
| Option 4 | You want paper copies for reference or research, and have no need for high quality | A standard paper photocopy | 8"x10" and 11"x17". Black and white or color depending on the original. | Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping. |

ARCHITECTURAL DRAWINGS

| | Your Needs | Your Format Options | Your Copy Options | Your Delivery Options |
|----------|--|--|--|--|
| Option 1 | You want a high quality digital image for research, personal use, or publication or other commercial use (see requirements under Copyright section). | file (TIFF) that meets | Most commonly 300 dpi. Also available in as 400 to 3,200 dpi, depending on original negative or object size. Black and white or color depending on the original. | Email or CD, depending on size of file and/or customer preference. |
| Option 2 | You want digital copies for reference or research. You are storing and using your material on a computer and have no need for high quality. | A digital photocopy saved as a PDF. | Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying. | Email or CD, depending on size of file and/or customer preference. |

GENERAL / TECHNICAL

| GENER | GENERAL / TECHNICAL | | | | | |
|----------|---|-------------------------------------|---|---|--|--|
| | Your Needs | Your Format Options | Your Copy Options | Your Delivery Options | | |
| Option 1 | You want paper copies for reference or research, and have no need for high quality | A standard paper photocopy | 8"x10" and 11"x17". Black and white or color depending on the original. | Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping. | | |
| | | | | | | |
| Option 2 | You want digital copies for reference or research. You are storing and using your material on a computer and have no need for high quality. | A digital photocopy saved as a PDF. | Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying. | Email or CD, depending on size of file and/or customer preference | | |

LEGAL DOCUMENTS

| | Your Needs | Your Format Options | Your Copy Options | Your Delivery Options |
|----------|--|-------------------------------------|---|---|
| Option 1 | You want paper copies for reference or research, and have no need for high quality | A standard paper photocopy | 8"x10" and 11"x17". Black and white or color depending on the original. | Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping. |
| | | | T | T |
| Option 2 | You want digital copies for reference or research. | | Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying. | Email or CD, depending on size y of file and/or customer preference. |
| | You are storing and using your material on a computer | A digital photocopy saved as a PDF. | | |
| | and have no need for high quality. | | | |

MICROFILM

| MICROFILM | | | | |
|-----------|--|-------------------------------------|---|---|
| | Your Needs | Your Format Options | Your Copy Options | Your Delivery Options |
| Option 1 | You want digital copies for reference or research. You are storing and using your material on a computer and have no need for high quality | A digital photocopy saved as a PDF. | Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying. | Email or CD, depending on size of file and/or customer preference. |
| Option 2 | You want paper copies for reference or research, and have no need for high quality | A standard paper photocopy | 8"x10" and 11"x17". Black and white or color depending on the original. | Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping. |
| Option 3 | You have the technology & environment to read & store microfilm | A microfilm reel | A duplicate microfilm reel(s). | Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping. |