



Duplication Request

Complete this form to request copies and/or digitization of materials from the archives, which includes papers, photographs, film and audio, for personal research use. Email the form to reference@glbthistory.org or mail to GLBT Historical Society, 989 Market St., Lower Level, San Francisco, CA 94103

Name of requestor: _____

Address: _____

Phone number: _____

Email: _____

Please complete the attached Duplication Request Sheet with this form, and include collection name(s), collection number(s), box number(s), and folder title(s) of requested materials.

Duplication fees for scans and copies of print material:

PDF scan or photocopies (depending on material quality)	\$0.50 per page (limit 100 pages of material per request; minimum charge \$1.00)
High-resolution TIF scan	\$15 per page/item
Copy of existing scan (per file)	\$5.00
In-person self-scanning (with staff supervision)	\$35 flat fee

Duplication fees for audiovisual materials:

A/V not previously digitized	Cost of vendor plus 25%
Copy of existing digitized A/V (per file)	\$5.00

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I make this request in accordance with the provisions of the copyright law and the policies of the GLBT Historical Society:

Signature of requestor: _____ **Date:** _____

For GLBTHS Staff Use Only

Payment Amount: _____ **Paid By:** [] Cash [] Check [] Credit

Invoice Number: _____

Order Completed By: _____ **Date:** _____

Collection Information	Description of Item	No. of Pages
Collection Name: Collection Number: Box Number: Folder # or Title:		
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Please note:

Researcher pays for any shipping costs.

Our processing time for photocopy and scan requests is 7-14 business days. Digitization of A/V materials can take up to 3-4 weeks, depending on the vendor.