

Indiana University of Pennsylvania Libraries
IUP Special Collections and University Archives
Website: www.iup.edu/archives

Research and Reproduction Request Form

Name: _____ Date: _____

Address: _____

Telephone: _____ Email: _____

Ship to: _____

Statement of Intended Use (indicate commercial or non-commercial):

Please indicate reproduction service being requested. Identify items to be reproduced in the space provided below. Return this form to Harrison Wick (hwick@iup.edu). IUP Special Collections and University Archives reserves the right to restrict duplication access to requested materials.

- **Photocopying Services** (\$.25 per page, limit to 100 pages),
Number of pages _____
- **Audio Reproduction Services** (\$5.00 per cassette tape or CD)
Number of tapes _____
- **Scanning of images and sending via email** (\$1.00 per image, limit to 100 pages)
Number of images _____
- **Scanning of images and copying onto a CD** \$5.00 (based on Media fees for copying CD's) Number of CD's _____
- **Postage and Handling:** All photocopies/scans not emailed or picked will be assessed an additional \$5.00 postage and handling.

2. Identify Items to Be Reproduced

Description of item/Collection Name	Call number	Box # : Folder #
-------------------------------------	-------------	------------------

Send requests to: Harrison Wick, hwick@iup.edu, 724-357-3039
Indiana University of Pennsylvania
IUP Special Collections and University Archives
Stapleton Library, Room 302
431 South 11th Street
Indiana, Pennsylvania 15705