

# Digital Reproduction Request Form

<b>ASC Use Only</b>	
Download Link: _____	DRR #: _____
Approved for Dig <input type="checkbox"/>	Paid <input type="checkbox"/> DropBox <input type="checkbox"/> Staff Initials: _____
Date Completed: _____	Staff Initials: _____

## Contact Information

Name:	Date requested:
Email:	
Phone:	
Circle one:	WPI Student      WPI Faculty      WPI Staff      WPI Alum      Non-WPI
Department or Organization, if applicable:	

## Request Information

Title(s) and/or brief description of item(s) to be digitized: *Include call or collection number, if applicable.*

Total number of items to be digitized:

Format(s) requested: *See Digital Reproduction Services and Fees on reverse.*

Date required:

Special instructions:

## Fees

# of _____ x \$ _____ = \$ _____	<b>Total Fees: \$ _____</b>
# of _____ x \$ _____ = \$ _____	
# of _____ x \$ _____ = \$ _____	
# of _____ x \$ _____ = \$ _____	

## Payment Method

Circle one:    Cash    Check    Transfer    No Fee    Other: \_\_\_\_\_

Please make checks payable to "Gordon Library"  
If paying by interdepartmental transfer, please attach form with CHARGE information completed.

# Digital Reproduction Services and Fees

The following digital reproduction services are offered for researchers interested in obtaining high-quality digital copies of WPI Archives and Special Collections materials that have not yet been digitized and made available online.

Digital Reproduction File Formats	WPI User	Non-WPI
<b>PDF</b> (.pdf; from flat material up to 11"x17"; full-text searchable, if available)	Up to 25 pages free /request; \$0.25 / additional page	\$0.25 / page  \$20.00 min / scanned thesis
<b>TIFF 400 PPI</b> (.tif, from flat material up to 11"x17"; 400 ppi, 24-bit color; Suitable for print publication or high-quality print out)	Up to 5 images free / request; \$5.00 / additional image	\$15.00 / capture  \$5.00 / existing file
<b>Special Service Capture</b> (.tif, from flat material over 11"x17"; 400 ppi, 24-bit color; .tif from flat material 600+ ppi, 24-bit color)	Up to 3 images free / request; \$5.00 min / additional image	\$20.00 min/ capture for special handling  \$5.00 / existing file
<b>Digital Audio, Digital Video, Other</b> For audio, video, film or other digital reproduction requests, please contact archives@wpi.edu	Project-specific fees may apply, contact archives@wpi.edu	Project-specific fees may apply, contact archives@wpi.edu

- Fees charged for digital reproduction services support the Archives, Special and Digital Collections preservation and digitization efforts. Fees for reproduction are subject to change without notice. Rush services are not available.
- Requests are filled in the order received and fulfilled within 15 working days of submission, unless otherwise indicated.
- Digital files will be delivered via download link.
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