

Special Collections Media Reproduction Request

Riley-Hickingbotham Library
Ouachita Baptist University

For each request, print out this document and complete it by hand.
Mail all request forms and the search fee in one envelope.

Name of Item and/or Collection _____

Search Fee*

\$ 5.00

*This fee must be submitted with this completed form.

Payment

Make check or money order payable to Ouachita Baptist University. Mail all request forms and search fee in one envelope to:

Special Collections
Riley-Hickingbotham Library
Ouachita Baptist University
OBU Box 3742
Arkadelphia, AR 71998

Media Reproduction Agreement

I have read "Policies Governing Special Collections Use" and understand that I must give credit to Special Collections, Ouachita Baptist University, in any use of the media; that I may not reproduce any media without the permission of OBU Special Collections; and that this order is tendered in light of that understanding. I also understand that no work on the part of Special Collections will be conducted until the appropriate fees have been received.

Signature _____ Date _____

Mailing Address _____

E-Mail Address _____

Telephone Number _____

Reproduction Fees

Transfer (per single item) \$10.00 x number of items

Materials (per single item) \$ 5.00 x number of items

- Audio Cassette Tape to Audio Cassette Tape
- Audio Cassette Tape to Audio Compact Disc
- Audio Compact Disc to Audio Compact Disc
- VHS Video Tape to VHS Video Tape
- VHS Video Tape to DVD Disc
- DVD Disc to DVD Disc

Shipping \$ 3.00 x number of items