

# Special Collections Photographic Reproduction Request

Affiliated Patrons  
Riley-Hickingbotham Library  
Ouachita Baptist University

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

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<b>Search Fee</b>		\$ 5.00
<b>Shipping</b>		\$ 5.00
<b>CD of Photo (optional) - \$ 2.00 per disc</b>		\$ _____
<b>Photographic Reproduction (circle choice)</b>		\$ _____
4x5	\$11	
5x7	\$15	
8x10	\$25	
300dpi (digital)*	\$5	
600dpi (digital)*	\$10	

\*Digital images will be sent through e-mail if file is less than 1 megabyte.

**TOTAL** \$ \_\_\_\_\_

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## Payment

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

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

## Photographic Reproduction Agreement

I have read the policy statement and understand that I must give credit to Special Collections, Ouachita Baptist University, in any use of the photographs; that I may not reproduce any pictures 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 \_\_\_\_\_