

Special Collections Photographic Reproduction Request

Non-Affiliated Patrons
Riley-Hickingbotham Library
Ouachita Baptist University

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

Search Fee		\$ 5.00
Shipping		\$ 5.00
CD of Photo (optional) - \$ 2.00 per disc		\$ _____
Photographic Reproduction (circle choice)		\$ _____
4x5	\$15	
5x7	\$25	
8x10	\$35	
300dpi (digital)*	\$10	
600dpi (digital)*	\$15	

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

TOTAL \$ _____

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 _____