

Photograph Reproduction

Ordering

- Please complete the CSRM Library & Archives Reproduction Request form (<https://www.californiarailroad.museum/assets/videos/reproduction.pdf>)
- Orders may be submitted via email (Library.CSRM@parks.ca.gov), mail or in person
- You will receive an invoice detailing estimated reproduction, processing and shipping costs prior to starting your order

Payment

- Advance payment required. We accept major credit cards and checks (made payable to **CSRM FOUNDATION**)
- Please call the Library & Archives with credit card information; authorized staff will process your payment
- Special orders and requests may result in additional fees

Processing

- All duplication requests are subject to CSRM Library & Archives staff approval. An item is reproduced only if its condition is adequate to withstand the process
- Allow up to 5 weeks for offsite reproductions and 2-3 weeks for onsite reproductions. No rush orders
- Low Resolution scans are up to 200 dpi PDF files; High Resolution scans are 600 dpi TIFF files
- For the protection of our materials, we do not allow self-service duplication

Delivery

- Digital files will be sent by email, when possible. Larger files may be delivered via an online site
 - No delivery fees apply if picking up or downloading files in person at the Library and Archives. Please bring your own data storage device
 - Paper copies are sent either via the US Postal Service or UPS (see fees for details)
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Photo Reproduction and Shipping Fees

PHOTOGRAPHS – PHOTOCOPIES & SCANS

Original Size of Item	Service	Reproduction Fee Photocopy	Reproduction Fee Low Res Scan 200 dpi PDF	Reproduction Fee Hi Res Scan 600 dpi TIFF	Delivery: e-processing & handling fee
≤8 ½” x 11”	On Site	\$0.40 per sheet	\$2.00 per scan	\$10.00 per scan	\$12.50 per order
11” x 17”	On Site	\$0.65 per sheet	\$2.00 per scan	\$10.00 per scan	
> 17”	Off Site	N/A	N/A	Price determined upon request	

- Scans from negatives are charged at the high resolution rate.

PHOTOGRAPHS - BLACK & WHITE PRINTS

Size of Item	Service	Reproduction Fee Negative Available	Reproduction Fee No Negative Available; copy negative used	Delivery Option: Processing and Shipping fee
5” x 7”	Off Site	\$15.00	\$32.50 per order	US Postal Service \$8.00 for each \$50.00 of order <ul style="list-style-type: none"> • \$1-50 = \$8.00 • \$51-100 = \$16.00 • \$101-150 = \$24.00
8” x 10”	Off Site	\$22.00	\$39.50 per order	

- Prints are made on resin coated (RC) glossy paper.
- Copy negatives are retained by the Museum.
- Work requiring additional labor due to size, fragility, or for other reasons, will be considered a custom order and charged accordingly.
- Color prints and other reproduction services are available on a custom order basis.
- Courier services (e.g. UPS) are available at the patron’s request, for an additional fee.

Last Updated: 8/17/2018