

## *Reproduction Order Process*

### 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](mailto: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 2-3 weeks for reproductions. No rush orders
- Low Resolution scans are up to 150 dpi JPG / PDF files for photos only; High Resolution scans are 300 dpi TIFF files for maps / technical drawings and 600 dpi TIFF files for photos
- For the protection of our materials, we do not allow self-service duplication

### Delivery

- All digital files will be sent by email, when possible. Larger files may be delivered via an online service, such as *Dropbox* or *WeTransfer*
  - **Personal thumb-drives are not permitted for transferring e-files**
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# *Reproduction and Shipping Fees Photocopies & Scans*

## TECHNICAL DRAWINGS / MAPS

Original Size of Item	Reproduction Fee Photocopy	Reproduction Fee Hi Res Scan (300 dpi TIFF)	Delivery: e-processing & handling fee
≤8 ½" x 11"	\$0.40 per sheet	\$10.00 per scan	\$12.50 per order
11" x 17"	\$0.65 per sheet	\$10.00 per scan	
> 17"	N/A	\$10.00 per scan	

## PUBLICATIONS / MANUSCRIPTS

Original Size of Item	Reproduction Fee Photocopy / PDF	Reproduction Fee Hi Res Scan (600 dpi TIFF)	Delivery: e-processing & handling fee
≤8 ½" x 11"	\$0.40 per sheet	\$10.00 per scan	\$12.50 per order
11" x 17"	\$0.65 per sheet	\$10.00 per scan	
> 17"	N/A	\$10.00 per scan	

## PHOTOGRAPHS

Size of Item	Reproduction Fee Photocopy	Reproduction Fee Low Res Scan (150 dpi PDF / JPG)	Reproduction Fee Hi Res Scan 600 dpi TIFF	Delivery: e-processing & handling fee
≤8 ½" x 11"	\$0.40 per sheet	\$2.00 per scan	\$10.00 per scan	\$12.50 per order
11" x 17"	\$0.65 per sheet	\$2.00 per scan	\$10.00 per scan	
> 17"	N/A	N/A	\$10.00 per scan	

- If higher resolution is requested for a scan, an additional fee will be added.