

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), 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 files; 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 / MANUSCRIPTS

Original Size of Item	Reproduction Fee Photocopy	Reproduction Fee Low Res Scan 200 dpi PDF or JPG	Reproduction Fee Hi Res Scan 300 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	

PHOTOGRAPHS

Size of Item	Reproduction Fee Photocopy	Reproduction Fee Low Res Scan 200 dpi PDF or 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	

PUBLICATIONS

Original Size of Item	Reproduction Fee Photocopy	Reproduction Fee Low Res Scan 200 dpi PDF or JPG	Reproduction Fee Hi Res Scan 600 dpi TIFF	Delivery: e-processing & handling fee
≤8 ½" x 11"	\$0.40 per sheet	\$0.40 per sheet	\$10.00 per scan	\$12.50 per order
11" x 17"	\$0.65 per sheet	\$0.65 per sheet	\$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.
- Bound materials are copied one page at a time to protect bindings.
- Scans from photo negatives are charged at the high resolution rate.