



**STATE LIBRARY OF NORTH CAROLINA
DIGITAL REPRODUCTION REQUEST FORM**

Digitization Program
4643 Mail Service Center
Raleigh, NC 27699-4643

Phone: 919-807-7450
Fax: 919-733-1843
E-mail: digital.info@ncdcr.gov

DATE ____/____/____

APPLICANT INFORMATION

Name _____ Agency: _____

Phone _____ Fax _____ Email _____

Address _____

TITLES TO SCAN

Limit to ONE Digital Reproduction Request Form at a time. Each form allows you to request **5 titles** for digital reproduction. Once your request has been filled and you have received your digital reproductions, you may submit another Request Form.

TITLE	CALL NUMBER	PAGE NUMBER(S)
1.		
2.		
3.		
4.		
5.		

DELIVERY METHOD (CHECK ONE OF THE FOLLOWING)

- WILL PICK-UP.** (YOU WILL BE CONTACTED WHEN THE SCANS ARE READY)
- E-MAIL SCANS**
- MAIL SCANS** (YOU WILL BE CHARGED A **\$2.00 MAIL DELIVERY FEE**)

REPRODUCTION FEES

Original Format	Size	Rates
Bound printed document or book	Up to 11" x 17"	\$5.00 for the first scan \$1.00 for subsequent scans
	Between 11" x 17" and 48" on the shortest side	\$4.00 per scan
Bound fragile printed document or book	Up to 48" on shortest side	\$4.00 per scan
Unbound document, sheets of paper, or maps	Up to 11" x 17"	\$1.00 per scan
	Between 11" x 17" and 48" on the shortest side	\$4.00 per scan \$15.00 for stitching
All formats	Larger than 48" on shortest side	Contact digital.info@ncdcr.gov

PAYMENT INSTRUCTIONS

Instructions for State Agency E-Payment: If you are a state agency employee and are requesting digital reproductions for work-related purposes, your agency may pay these fees. Please contact an appropriate representative in your agency for more information. If they will pay for these fees, fill in the information below. An invoice will be sent to your agency along with your digital reproductions.

State Agency Name: _____

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Make Checks Payable To: Department of Cultural Resources

ORDER FORM

DIGITAL REPRODUCTION SERVICE	FEE		NO. OF PAGES		TOTAL
Bound Materials smaller than 11" x 17" (\$5 for the first scan. \$1 for every scan after that)	\$5.00	X	1	=	
	\$1.00				
Fragile Bound or Oversize Bound/Unbound Materials (\$4.00 per scan)	\$4.00	X		=	
Unbound Materials (\$1.00 per scan)	\$1.00	X		=	
Materials Larger than 48" on the shortest side (Contact digital.info@ncdcr.gov for estimate)		X			
Stitching (if applicable)	\$15.00			=	
Mail Delivery (if applicable)	\$2.00			=	
			TOTAL	=	

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Request Granted:
Request Denied:

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Date Filled: ____/____/____