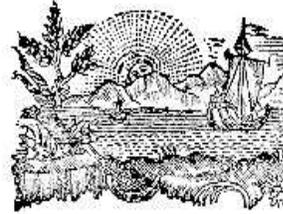


Yale University Divinity School Library Special Collections



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Due to the volume of requests and staffing constraints, the reference staff can spend no more than one hour assisting patrons at a distance in identifying materials to be reproduced. Patrons who submit reproduction requests requiring more than one hour of staff time will be asked to do the additional work in person or to hire a research assistant.

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Because of staff limitations, we normally will not make more than 200 scans or photocopies per researcher per year. Collections will not be reproduced in their entirety.

Requests made in person: The price for photocopying or document scanning done by the Special Collections staff is 25 cents per page. In some circumstances, researchers are able to do self-service

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There is a charge of \$5.00 per image to obtain high resolution versions of items already available in our digital databases; these will be copied onto a CD or sent via Yale's large file transfer program.

If an image is not already available in digital format, we can scan the items and provide them on CD or via Yale's large file transfer program at the cost of \$10.00 per image. Images can be scanned in black and white or color, in the image format of your choice (jpeg, tiff etc).

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We will accept requests for photographic duplication in the form of prints, slides, and transparencies. Prices are dependent upon the format and size of the reproduction. Where duplicate negatives are required for reproduction, the reader must pay for them, but the Divinity Library retains the copy negative. Costs will be as charged by AV lab plus a \$10.00 processing fee.

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