



ALABAMA DEPARTMENT OF ARCHIVES & HISTORY

ADAH Reproduction Orders
 P.O. Box 300100
 Montgomery, Alabama 36130
 Fax: 334-240-3125
 Email: meredith.mcdonough@archives.alabama.gov

Digitization and Reproduction Order Form

CUSTOMER DETAILS				
Name _____			Date _____	
Address _____				
City _____		State _____		ZIP code _____
Email _____			Telephone _____	

(See reverse side for information about formats and fees.)

ORDER DETAILS				
FILE NAME	DESCRIPTION	FORMAT	QUANTITY	TOTAL
Special Instructions:			SUBTOTAL	
			REFERENCE	
			COMMERCIAL	
			TOTAL	

USE AND PAYMENT DETAILS
Intended use: Personal <input type="checkbox"/> Non-commercial publication <input type="checkbox"/> Commercial publication <input type="checkbox"/>
For publication, submit a use agreement form: https://www.archives.alabama.gov/research/use_agreement_form.pdf .
Payment method: Check <input type="checkbox"/> Money order <input type="checkbox"/> Credit or debit card <input type="checkbox"/>
Make checks and money orders payable to ADAH and include a driver's license number on personal checks (a fee of \$30 may be assessed for returned checks). Visa , MasterCard , and American Express are also accepted. Staff will call for card information; please indicate availability in Special Instructions above (Monday through Friday, 8:30 a.m. to 4:30 p.m. [Central Time]).

STAFF USE ONLY				
Date Received	Payment Type	Date Paid	Date Filled	Staff Initials

NOTES:

CREDIT CARD INFORMATION			
Card Type	Number	Expiration	Name

Alabama Department of Archives and History

Digitization and Reproduction Orders

FORMATS AND FEES

Digital Files (from website)	
Images	\$10.00 each
Video	\$20.00 each
Audio	\$20.00 each
Digital Files (new scans)	
Per hour (up to 60 minutes)	\$20.00
Photographic Prints	
Up to 5 by 7 inches	\$10.00 each
Up to 8.5 by 11 inches	\$20.00 each
Up to 13 by 19 inches	\$30.00 each
Reference	
Alabama resident	\$15.00
Non-Alabama resident	\$25.00
Commercial Use	
If applicable	\$50 each

Digital Files

Image files include photographs, maps, and manuscripts. Most items are scanned at 600 PPI at original size, though photographic negatives are scanned at higher resolutions. Files will be delivered as JPEGs via Dropbox links unless otherwise requested in the **Special Instructions** section. (Specifications of audio and video files vary, but the highest quality available will be provided.)

For materials that have **not** been digitized, an hourly rate applies rather than a charge per file. The minimum cost for such requests is \$20. (Most requests for A/V materials that have not been digitized will be referred to a vendor.)

Photographic Prints

Images are resized to fill as much of the photographic paper as possible, but final print area depends on the dimensions of original image.

Reference

Fee may apply if no file name is given and the location of original material is unknown.

Commercial Use

If intended use is commercial (see definitions below), contact ADAH staff to determine if additional fees apply.

PAYMENT OPTIONS

Checks and **money orders** should be payable to **ADAH**. Please include a driver's license number on personal checks. (A fee of \$30 may be assessed for returned checks.)

Visa, **MasterCard**, and **American Express** are also accepted. Staff will call for card information; please indicate availability in the Special Instructions section of the order form. Regular office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. (Central Time).

USE DEFINITIONS

Commercial use includes, but is not limited to, publication in any commercial medium in which the item(s) are a principal focus of content; use in films produced for commercial distribution; and reproduction on items of merchandise.

Non-commercial use includes, but is not limited to, the development of curricular resources for education; presentations made to public or private audiences with an educational or informational purpose; publication in scholarly or popular books, magazines, journals, newspapers, blogs, documentaries, and other productions with an educational or informational purpose and in which the item(s) from the collection are to be used for illustrative purposes.

Regardless of use, please complete a use agreement form before publishing material from ADAH:

https://www.archives.alabama.gov/research/use_agreement_form.pdf. [NOTE: Use the following form for items from the Alabama Media Group Collection: https://www.archives.alabama.gov/research/AMG_permission.pdf.]