

Reproduction and Permission to Reproduce Instructions and Worksheet for Russell Library Materials

Instructions for Obtaining Digital or Photographic Reproductions of Russell Library Materials

1. Submit [researcher application](#) (form available as pdf on Web site)
2. Identify item to be reproduced (location of item in collection or id number)
3. Specify the format you want us to provide for reproductions below: *(Please note that if you want different outputs for each of your reproduction, you must complete separate forms for each.*

Please check all that apply:

- Digital file:
 - Tif
 - Jpg
 - Gif
 - Resolution: dpi
 - Approximate finished file size preferred

- Digital Print (color laser)
 - 8.5X 11
 - 11X17

- Photographic print

If no negative is available for the image requested, then the cost of the negative will be added to the cost of the print and the Russell Library will retain the negative.

 - 5X7
 - 8X10
 - 11X14
 - Finish
 - Matte
 - Glossy

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