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Those unable to visit the Library may contact it for assistance in identifying potentially useful images. We do not scan images specifically for individual selection purposes, but will photocopy and mail or fax a limited number for patron consideration. Patrons who wish to obtain a copy of an image should make their requests in writing (by email or U.S. mail), including address and telephone contact information. We do not fill photo orders placed by telephone.

Images are available in 8" x 10" print form (archival quality ink on archival quality matte paper or premium glossy photographic paper) or in electronic form. The cost per image, regardless of form in which provided, is \$15.00 plus postage, when applicable. 12" x 18" prints on matte paper are also available at a cost of \$25.00, plus postage.

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Please be aware that we do not accept rush orders, which necessitate moving earlier-placed orders out of queue. Since the TML fills many photo orders yearly, rush orders unfairly inconvenience others. Under the best of circumstances, a patron may receive an order within a week of requesting an image. Often, however, the process takes about two weeks, possibly longer if the order is for multiple images.

The Library will mail a bill along with the completed order, or, if the order is sent by email, separately. We accept checks made out to the Thayer Memorial Library (all foreign checks to be payable in U.S. funds). We do not accept payment by credit card.

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Reproduction fees help to offset the significant costs involved in maintaining, developing, and providing the services associated with the management of a major archive.

Patrons requesting images should provide the following information:

- Print, CDROM, or email transmission? We prefer to transmit electronic files on disk, since some email systems cannot accommodate the large files required by high resolution images. If it is necessary to resend an emailed image that has bounced back to us, the requesting patron will be charged an additional \$15.00.
- If print, what kind of paper (archival matte or premium glossy)?
- If electronic file (disk or email), format (.jpg, .tif, or other)? Please be specific. We can provide all formats. For relatively informal purposes, a .jpg file may suffice. Printers and publishers often prefer .tif as it allows easy manipulation without distortion.
- If electronic file, resolution? Again, please be specific. Publishers normally require high resolution images—typically 300 dpi (dots per square inch). We can provide higher, if necessary.
- If electronic file, size? Unless otherwise directed, we will scan at 8" x 10", cropping as necessary.
- If print or electronic file, black and white or, when applicable, color (the latter including sepia, if that is the color of the original)?