

RUSH _____

ORDER NUMBER _____

McCracken Research Library, Buffalo Bill Center of the West
Cody, Wyoming, 82414 / phone: 307-578-4063
www.centerofthewest.org/research/mccracken-research-library

PHOTOCOPY ORDER FORM

STAFF

Order Taken By _____ (see back of form for staff member initials by each line item)

_____ **Special approval needed (by KG, MR, CG) for Restricted, Rare or Fragile Materials.**

Date Ordered _____ **TIME ORDERED** _____

Date **Needed** _____ Mail? Yes ___ No ___ (If yes, fee for postage and handling will be added to overall cost)

Condition problems: _____ fragile _____ tight margin _____ possibly **too thick** _____ too glossy

PATRON

SEE REVERSE FOR ORDER INFO →

Name (please print) _____

Address _____ Phone _____

City/State/Zip _____ E-mail _____

WARNING CONCERNING COPYRIGHT RESTRICTIONS:

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Signature _____ **Date** _____

Rush copy order turnaround will be determined by size of order and staff availability. All orders must be approved by staff. When possible, **Regular** copy orders will usually be ready 24 hours after the order is placed, or by 4 p.m. of the next business day. **Exception: orders placed on Friday will usually be available by 4 p.m. on the following Monday. Some items cannot be copied.**

Prices per exposure	Regular (24 hr.)	Rush (Same Day)
Regular books and papers	\$.25	\$.50
Photographs/Maps/Arch. Drawings and Oversize materials up to 11 x 17"	\$.50	\$ 1.00
Manuscripts/Archival finding aids	\$.10	\$.10
B&W - Scanned & Printed materials (Regular Books & Maps only) <i>Not all materials can be scanned.</i>	\$ 3.00	\$ 5.00
Color - Scanned & Printed materials (Regular Books, Archival papers, Maps) <i>Not all materials can be scanned.</i>	\$ 4.00	\$ 6.00
Microfilm and microfiche = \$.10/page self copy	N/A	N/A

STAFF

This copy order was done by (initial): _____

Total pages copied _____ x rate per exposure _____ = _____

Total photos/drawings/maps/directories copied _____ x rate per exposure _____ = _____

+ (postage) _____

TOTAL COST: _____ paid (cash or check made out to: McCracken Research Library)

Bill to **Center** budget account no. _____ account name _____

PATRON *Some items cannot be copied. All orders must be approved by staff. See other side for copy rates.*

CALL NO., ACCESSION Or COLLECTION NO.	BOX NO.	PAGE RANGE (for books) or: ACCESSION/COLLECTION NAME	*SPECIAL INSTRUCTIONS: <i>ONE ON ONE, REDUCE/ENLARGE, RETURN MATERIALS TO HOLD, etc.</i> <i>All book copying will be done two adjacent book pages copied onto one side of paper (if size permits) unless "one on one" is requested.</i>	STAFF INITIALS (EACH LINE ITEM MUST BE INTIALED)

Rush and Regular copy order turnaround will be determined by size of order and staff availability. All orders must be approved by staff. When possible, Regular orders will usually be ready 24 hours after the order is placed, or by 4 p.m. of the next business day. EXCEPTION: orders placed on Friday will be ready for pick-up at 4 p.m. on the following Monday. Some items cannot be copied.