



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 the appropriate usage form (see links on the next page).
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

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.)

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.

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
Reference	
Alabama resident	\$15.00
Non-Alabama resident	\$25.00
Commercial Use	
If applicable	\$50.00 each

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, complete the appropriate form before publishing materials from the ADAH:

- For most collections: https://archives.alabama.gov/research/docs/forms/adah_use_agreement.pdf
- Alabama Media Group Collection: https://archives.alabama.gov/research/docs/forms/amg_permission.pdf
- WSFA Collection: https://archives.alabama.gov/research/docs/forms/wsfa_permission.pdf
- Christiane Robinson Photographs and Videos: https://archives.alabama.gov/research/docs/forms/robinson_permission.pdf