



Special Collections

Reproduction Order Form

1. Customer information

Name: _____ Date of Request: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Country: _____ Phone: _____

Email: _____

Payment (due with order): Check (from a U.S. bank) Mastercard Visa

Card Number: _____ Expires: ____ / ____ CVV Code: _____

Fed-Ex Account Number (if applicable): _____ Overnight 2-day

For a higher resolution rescan, indicate desired specifications (resolution, size, and format):

2. Project information

Title: _____

Publisher, producer, or exhibition host: _____

Release date: _____

Location: _____

3. Fees

Usage Fees	
Personal Use (Personal research or home decor only)	Pays only reproduction fee
Advertising and Product Design (for up to 3 years)	\$250
Books - Interior One-time/one edition use, interior, single-language, print & electronic editions, includes self-published, text book, and university presses	\$75 for print run up to 1,000
	\$125 for print run 1,001 - 5,000
	\$250 for print run over 5,000
Books - Cover One-time/one edition use, cover, single-language, print & electronic editions, includes self-published, text book, and university presses	\$150 for print run up to 1,000
	\$200 for print run 1,001 - 5,000
	\$250 for print run over 5,000
Books - Cover or Interior	\$300

<p>If paying by check, please mail this form and payment to: Digitization and Special Collections (DIG), Los Angeles Public Library, 630 W. 5th Street, Los Angeles, CA 90071 If paying with a credit card, this form can be emailed to digitization@lapl.org Contact the Digitization Center at (213) 228-7278 with questions.</p>							Subtotal	
							Postage (\$10)	
TOTAL: USAGE, REPRODUCTION FEES, and POSTAGE								

**Completed forms will be processed within 5 business days from receipt of payment.
Expedited orders incur a surcharge of \$25 per image. Oversized/fragile items incur an additional \$25 fee per image.**

