



## Archival Materials Reproduction Order Form

The Rooms Provincial Archives Division  
 PO Box 1800, Stn. C  
 9 Bonaventure Avenue, St. John's, NL A1C 5P9  
 Telephone: 709-757-8067 Fax: 709-757-8031

### BEFORE SUBMITTING THIS FORM YOU MUST READ THE FOLLOWING INFORMATION

Copies of archival materials which can be provided are provided for research or study purposes only. The purchaser of any copy of archival material purchased for research or study purposes **does not** assume the right to publish, exhibit or broadcast the material as copyright restrictions may apply. Please note that while most pre 1949 photographic materials are in the public domain, the responsibility for determining copyright ownership and the resolution of all copyright issues before use lies with the purchaser of the copy. Copyright ownership will **not** be determined by The Rooms Provincial Archives Division. Staff cannot perform additional research to ascertain copyright status or to identify or locate the copyright owner, nor can they provide legal advice on copyright matters.

**Please Note:** The Rooms Provincial Archives Division **does not** provide permission to publish, exhibit or broadcast. If a client wishes to cite or credit material, they may do so using existing archival description.

**Please visit the following website for information regarding the citing of archival materials.**  
<http://dal.ca/libguides.com/c.php?g=257178&p=1717148>

To view Canada's Copyright Act please visit:  
**Canadian Copyright Act:** <http://laws-lois.justice.gc.ca/eng/acts/C-42/>

### SECTION A: PURCHASER CONTACT INFORMATION

Print clearly - Incomplete or illegible forms may cause delay in processing your order.

Name	Date	
(Organization or Company)		
Address	City	
Province or State	Postal or Zip Code	Email (Please print clearly)
Telephone-Home/Cell	Business	Fax No.

Please note: Orders exceeding 10 items may require additional processing time.  
 The Rooms Provincial Archives Division does not manipulate or alter images requested through the digital reproduction order service.

SECTION B: ORDER DETAILS		SECTION C: FORMATS
Location Number/s	Brief Description	Please ✓ appropriate boxes
1.		<b>Output to Paper Indicating Finish</b> Finish - <input type="checkbox"/> Glossy <input type="checkbox"/> Luster <input type="checkbox"/> Matte <input type="checkbox"/> Up to 8"x 10" image \$20.00+15%HST  <input type="checkbox"/> <b>Output to CD</b> Images scanned at 100%
2.		

3.		TIFF format, 600 DPI minimum JPEG format, 300 DPI minimum \$20.00+ 15% HST per image  <input type="checkbox"/> <b>Output to E-Mail</b> Images scanned at 100% TIFF format, 600 DPI minimum Sent via Wettransfer web transfer \$20.00+ 15% HST per image <b>Credit Card Payment</b> <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express Card No.: _____ Expiry date: _____ Authorization No.: _____ Name of Card Holder: _____ _____ <b>Purchase Order Number:</b> _____
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**SECTION D – RUSH SERVICE & PICK UP AND DELIVERY OPTIONS**

**REGULAR ORDER SERVICE**

Usually completed within 10 working days commencing the day after receipt of the order. Additional processing time may be required depending on order size and staff workloads

**RUSH ORDER SERVICE**

**PLEASE CHECK BOX TO INDICATE IF RUSH SERVICE REQUIRED**

**A RUSH ORDER** is completed within 5 working days commencing the day after receipt of the order. Please note that Rush service costs \$40.00 + 15% HST - **DOUBLE** the regular price. Rush Service is subject to availability. Please call (709) 757-8067 to confirm availability of this service.

**Check the appropriate box to specify preferred pickup and delivery method**

Pick up at The Rooms Provincial Archives Desk (Level 3)

Mail to address indicated on page 1

**PLEASE NOTE:**

\$5.00 + 15% HST= \$5.65 will apply to all orders mailed within Canada and the U.S.A

\$12.00 + 15% HST= \$13.56 will apply to all International orders.

Courier Service (arranged by purchaser - call (709) 757-8067 with details)

**Customers are urged to check over the completed form to ensure that all contact information and order details are correct. Incorrect or overlooked information could result in delays. Please contact the Digitization Reproduction Technician for The Rooms Provincial Archives Division at 709-757-8067 with questions or specifications regarding the Archival Materials Reproduction Service.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PRIVACY NOTICE:** Collection of personal information is in accordance with Access to Information and Protection of Privacy ATIPP) Act, 2015 (NL) and will not be shared with anyone else. For further information see

<http://www.assembly.nl.ca/legislation/sr/statutes/a01-2.htm>

Date Order Received:

Calculated Date of Completion: