

# Requesting a Reproduction in Archives & Special Collections

## Transcript

Welcome! In this video you will learn how to request a reproduction from materials held in Archives & Special Collections.

We offer a variety of different reproductions, from digital copies to physical prints. Visit the Ordering Reproductions page to learn about your specific reproduction options and their corresponding prices.

First, you will need to find the item's page on our digital collections' website. On the right-hand side, you'll find a grey button that says, "Order Reproduction." Click this button to begin.

You will then be prompted to log in or register with the Archives & Special Collections Research Portal. Please note, you will need to create an account if this is your first-time using AEON.

Once you have logged in, you will be taken to a request form for that item. The "Item Information" will already be filled in, so you just need to fill in the boxes under "Reproduction Information" and "Request Information."

For format, you are given four general options. We will contact you to help clarify what specific type of request you want, if necessary. Please keep in mind that not all of our items are capable of being reproduced in all formats. Archives and Special Collections staff will let you know if your request cannot be fulfilled because of this.

Please note if the reproduction is intended for use in a publication by selecting yes in the "For Publication?" field. We will help you determine any copyright restrictions that might apply or permissions that will need to be given. If you mark the "RUSH" options in the "Intended Use" field, you may be charged an additional \$25.00.

Feel free to add more information about your request in the "Special Requests/Questions?" field. If there are difficulties or further questions in fulfilling your request, staff email you to discuss.

Once you click "Submit Request" it will enter our system, and staff will send an email as soon as possible, including an invoice and payment instructions. Please allow 5-

10 business days to fulfill your request. We will notify you if your request requires additional time.

If you have any other questions about making a reproduction request, please contact us through [Ask-an-Archivist](#).