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Copies and Formats Matrix

## PHOTOGRAPHS

	Your Needs	Your Format Options	Your Copy Options	Your Delivery Options
<b>Option 1</b>	You want a high quality digital image for research, personal use, or publication or other commercial use (see requirements under Copyright section)	A high-resolution digital file (TIFF) that meets federal preservation standards in resolution, depth, and range.	Most commonly 300 dpi.	Email or CD, depending on size of file and/or customer preference.
			Also available in as 400 to 3,200 dpi, depending on object size.	
			Black and white or color depending on the original.	
<b>Option 2</b>	You want a high-quality image printed on paper.	An image printed by professional photographers from a digital scan on to resin-coated photographic paper.	Most commonly 8"x10".	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.
	You want an image ready to frame.		Also available in sizes 11"x14", 16"x20", and 20"x24", depending on original.	
			Black and white or color depending on the original.	
<b>Option 3</b>	You want paper copies for reference or research, and have no need for a high-quality copy	A standard paper photocopy	8"x10" and 11"x17".	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.
	You want paper copies of contact sheets to identify which images to have duplicated at a high resolution		Black and white or color depending on the original.	

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**MAPS**

	<b>Your Needs</b>	<b>Your Format Options</b>	<b>Your Copy Options</b>	<b>Your Delivery Options</b>
<b>Option 1</b>	You want a high quality digital image for research, personal use, or publication or other commercial use (see requirements under Copyright)	A high-resolution digital file (TIFF) that meets federal preservation standards in resolution, depth, and range.	Most commonly 300 dpi.	Email or CD, depending on size of file and/or customer preference.
			Also available in as 400 to 600 dpi, depending on object size.	
			Black and white or color depending on the original.	
<b>Option 2</b>	You want a high-quality image printed on paper.	An image printed by professional photographers from a digital scan on to resin-coated photo paper.	Most commonly 8"x10".	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.
	Image is ready to hang on a wall.		Also available in sizes 11"x14", 16"x20", and 20"x24", depending on original.	
			Black and white or color depending on the original.	
<b>Option 3</b>	You want paper copies for reference or research, and have no need for high quality	A standard paper photocopy	8"x10" and 11"x17". Black and white or color depending on the original.	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.

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## MANUSCRIPTS

	Your Needs	Your Format Options	Your Copy Options	Your Delivery Options
<b>Option 1</b>	You want paper copies for reference or research, and have no need for high quality	A standard paper photocopy	8"x10" and 11"x17". Black and white or color depending on the original.	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.
<b>Option 2</b>	You want digital copies for reference or research.	A digital photocopy saved as a PDF.	Black and white PDF file(s) containing the scanned materials.	Email or CD, depending on size of file and/or customer preference.
	You are storing and using your material on a computer and have no need for high quality			
<b>Option 3</b>	You want a high quality digital image for research, personal use, or publication or other commercial use (see requirements under Copyright section)	A high-resolution digital file (TIFF) that meets federal preservation standards in resolution, depth, and range.	Most commonly 300 dpi.	Email or CD, depending on size of file and/or customer preference.
			Also available in as 400 to 3,200 dpi, depending on object size.	
			Black and white or color depending on the original.	
<b>Option 4</b>	You want a high quality image printed on paper. Image is ready to hang on a wall.	An image printed by professional photographers from a digital scan on to resin-coated photo paper.	Most commonly 8"x10".	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.
			Also available in sizes 11"x14", 16"x20", and 20"x24", depending on original.	
			Black and white or color depending on the original.	
<b>Option 5</b>	You have the technology & environment to read & store microfilm	A microfilm reel	Duplicate microfilm reel. Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying. Reel to paper photocopy.	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.

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## NEWSPAPER

	Your Needs	Your Format Options	Your Copy Options	Your Delivery Options
<b>Option 1</b>	You want digital copies for reference or research.	A digital photocopy saved as a PDF.	Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying.	Email or CD, depending on size of file and/or customer preference.
	You are storing and using your material on a computer and have no need for high quality			
<b>Option 2</b>	You want a high quality digital image for research, personal use, or publication or other commercial use (see requirements under Copyright section)	A high-resolution digital file (TIFF) that meets federal preservation standards in resolution, depth, and range.	Most commonly 300 dpi.	Email or CD, depending on size of file and/or customer preference.
			Also available in 400 to 750 dpi, depending on object size.	
			Black and white or color depending on the original.	
<b>Option 3</b>	You want paper copies for reference or research, and have no need for high quality	A standard paper photocopy	8"x10" and 11"x17". Black and white or color depending on the original.	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.
<b>Option 4</b>	You have the technology & environment to read & store microfilm	A microfilm reel	Duplicate microfilm reel. Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying. Reel to paper photocopy.	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.

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**PERIODICAL/JOURNAL**

	<b>Your Needs</b>	<b>Your Format Options</b>	<b>Your Copy Options</b>	<b>Your Delivery Options</b>
<b>Option 1</b>	You want digital copies for reference or research.	A digital photocopy saved as a PDF.	Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying.	Email or CD, depending on size of file and/or customer preference.
	You are storing and using your material on a computer and have no need for high quality			
<b>Option 2</b>	You want a high quality digital image for research, personal use, or publication or other commercial use (see requirements under Copyright section)	A high-resolution digital file (TIFF) that meets federal preservation standards in resolution, depth, and range.	Most commonly 300 dpi.	Email or CD, depending on size of file and/or customer preference.
			Also available in as 400 to 750 dpi, depending on object size.	
			Black and white or color depending on the original.	
<b>Option 3</b>	You want paper copies for reference or research, and have no need for high quality	A standard paper photocopy	8"x10" and 11"x17". Black and white or color depending on the original.	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.
<b>Option 4</b>	You have the technology & environment to read & store microfilm	A microfilm reel	Duplicate microfilm reel. Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying. Reel to paper photocopy.	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.

## SHEET MUSIC & SCORES

	Your Needs	Your Format Options	Your Copy Options	Your Delivery Options
Option 1	You want digital copies for reference or research.	A digital photocopy saved as a PDF.	Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying.	Email or CD, depending on size of file and/or customer preference.
	You are storing and using your material on a computer and have no need for high quality.			
Option 2	You want a high quality digital image for research, personal use, or publication or other commercial use (see requirements under Copyright section).	A high-resolution digital file (TIFF) that meets federal preservation standards in resolution, depth, and range.	Most commonly 300 dpi.	Email or CD, depending on size of file and/or customer preference.
			Also available in as 400 to 750 dpi, depending on object size.	
			Black and white or color depending on the original.	
Option 3	You want paper copies for reference or research, and have no need for high quality	A standard paper photocopy	8"x10" and 11"x17". Black and white or color depending on the original.	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.

## POSTERS

	Your Needs	Your Format Options	Your Copy Options	Your Delivery Options
Option 1	You want a high quality digital image for research, personal use, or publication or other commercial use (see requirements under Copyright section).	A high-resolution digital file (TIFF) that meets federal preservation standards in resolution, depth, and range.	Most commonly 300 dpi.	Email or CD, depending on size of file and/or customer preference.
			Also available in as 400 to 3,200 dpi, depending on object size.	
			Black and white or color depending on the original.	
Option 2	You want a high quality image printed on paper. Image is ready to hang on a wall.	An image printed by professional photographers from a digital scan on to resin-coated photo paper.	Most commonly 8"x10".	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.
			Also available in sizes 11"x14", 16"x20", and 20"x24", depending on original.	
			Black and white or color depending on the original.	

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## RARE BOOKS

	Your Needs	Your Format Options	Your Copy Options	Your Delivery Options
<b>Option 1</b>	You want digital copies for reference or research.	A digital photocopy saved as a PDF.	Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying.	Email or CD, depending on size of file and/or customer preference.
	You are storing and using your material on a computer and have no need for high quality.			
<b>Option 2</b>	You want a high quality digital image for research, personal use, or publication or other commercial use (see requirements under Copyright section).	A high-resolution digital file (TIFF) that meets federal preservation standards in resolution, depth, and range.	Most commonly 300 dpi.	Email or CD, depending on size of file and/or customer preference.
			Also available in as 400 to 3,200 dpi, depending on object size.	
			Black and white or color depending on the original.	
<b>Option 3</b>	You want paper copies for reference or research, and have no need for high quality	A standard paper photocopy	8"x10" and 11"x17". Black and white or color depending on the original.	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.
<b>Option 4</b>	You want a high quality image printed on paper. Image is ready to hang on a wall.	An image printed by professional photographers from a digital scan on to resin-coated photo paper.	Most commonly 8"x10".	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.
			Also available in sizes 11"x14", 16"x20", and 20"x24", depending on original.	
			Black and white or color depending on the original.	

## ART PRINTS & ILLUSTRATIONS

	Your Needs	Your Format Options	Your Copy Options	Your Delivery Options
<b>Option 1</b>	You want a high quality digital image for research, personal use, or publication or other commercial use (see requirements under Copyright section).	A high-resolution digital file (TIFF) that meets federal preservation standards in resolution, depth, and range.	Most commonly 300 dpi.	Email or CD, depending on size of file and/or customer preference.
			Also available in as 400 to 3,200 dpi, depending on object size.	
			Black and white or color depending on the original.	
<b>Option 2</b>	You want a high quality image printed on paper. Image is ready to hang on a wall.	An image printed by professional photographers from a digital scan on to resin-coated photo paper.	Most commonly 8"x10".	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.
			Also available in sizes 11"x14", 16"x20", and 20"x24", depending on original.	
			Black and white or color depending on the original.	
<b>Option 3</b>	You want digital copies for reference or research.	A digital photocopy saved as a PDF.	Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying.	Email or CD, depending on size of file and/or customer preference.
	You are storing and using your material on a computer and have no need for high quality.			
<b>Option 4</b>	You want paper copies for reference or research, and have no need for high quality	A standard paper photocopy	8"x10" and 11"x17". Black and white or color depending on the original.	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.

## ARCHITECTURAL DRAWINGS

	Your Needs	Your Format Options	Your Copy Options	Your Delivery Options
<b>Option 1</b>	You want a high quality digital image for research, personal use, or publication or other commercial use (see requirements under Copyright section).	A high-resolution digital file (TIFF) that meets federal preservation standards in resolution, depth, and range.	Most commonly 300 dpi.	Email or CD, depending on size of file and/or customer preference.
			Also available in as 400 to 3,200 dpi, depending on original negative or object size.	
<b>Option 2</b>	You want digital copies for reference or research.	A digital photocopy saved as a PDF.	Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying.	Email or CD, depending on size of file and/or customer preference.
	You are storing and using your material on a computer and have no need for high quality.			

## GENERAL / TECHNICAL

	Your Needs	Your Format Options	Your Copy Options	Your Delivery Options
<b>Option 1</b>	You want paper copies for reference or research, and have no need for high quality	A standard paper photocopy	8"x10" and 11"x17". Black and white or color depending on the original.	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.
<b>Option 2</b>	You want digital copies for reference or research.	A digital photocopy saved as a PDF.	Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying.	Email or CD, depending on size of file and/or customer preference
	You are storing and using your material on a computer and have no need for high quality.			

## LEGAL DOCUMENTS

	Your Needs	Your Format Options	Your Copy Options	Your Delivery Options
Option 1	You want paper copies for reference or research, and have no need for high quality	A standard paper photocopy	8"x10" and 11"x17". Black and white or color depending on the original.	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.
Option 2	You want digital copies for reference or research. You are storing and using your material on a computer and have no need for high quality.	A digital photocopy saved as a PDF.	Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying.	Email or CD, depending on size of file and/or customer preference.

## MICROFILM

	Your Needs	Your Format Options	Your Copy Options	Your Delivery Options
Option 1	You want digital copies for reference or research. You are storing and using your material on a computer and have no need for high quality	A digital photocopy saved as a PDF.	Black and white PDF file(s) containing the scanned materials. Quality is similar to that of photocopying.	Email or CD, depending on size of file and/or customer preference.
Option 2	You want paper copies for reference or research, and have no need for high quality	A standard paper photocopy	8"x10" and 11"x17". Black and white or color depending on the original.	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.
Option 3	You have the technology & environment to read & store microfilm	A microfilm reel	A duplicate microfilm reel(s).	Tracked shipping via Fed Ex or USPS. Shipments are appropriately packed to help avoid damage during shipping.