

# SPECIAL COLLECTIONS & ARCHIVES REPRODUCTION FORM

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## REPRODUCTION INFORMATION

*(See second page for help with making selections)*

PURPOSE OF REPRODUCTION:  Research Use  Personal Use  Publication (see next page)  Other \_\_\_\_\_

IMAGE RESOLUTION:  Low-res  High-res  Other (Specify PPI) \_\_\_\_\_  Intended Print Size \_\_\_\_\_  No Preference

FORMAT:  Photocopy  PDF  Multi-Page PDF  JPEG  TIFF  No Preference

DELIVERY:  E-mail  Burn to Disc  Dropbox  External Storage

## DESCRIPTION OF REQUESTED MATERIAL

*(Additional sheet for material is available if needed)*

Collection Name / Book Title	MSS, Box, Folder # / Book Call #	Brief Description of Material / Page # / Other notes

Total estimated pages: \_\_\_\_\_ Requested delivery date: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUEST RECEIVED BY: Initial \_\_\_\_\_ Date \_\_\_\_\_

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**Archives citation example:** Letter from Florence Dirac to Paul, January 1920, (Series 1, Box 2, Folder 18). Paul A.M. Dirac Collection, Special Collections and Archives, Florida State University, Tallahassee, FL.

**Book citation example:** Lear, Edward, (1931). *Book of Nonsense*, Rare Books Collection, Special Collections and Archives, Florida State University, Tallahassee, FL.

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