



Cranbrook Archives Duplication and Research Services Request

Name and Affiliation

Phone

Email

Do you require research services? (@ \$40/hour after the first 2 hours)

If you would like material duplicated, please provide all applicable information:

| | |
|--------------------------------|---------------------------------------------------------------------------------|
| Collection Title & Accession # | <i>Example: Cranbrook Foundation Records (1981-05)</i> |
| Box:Folder # or Item Desc. | <i>Example: 1:35, 2:5, 2:14, 9:1 or 1940 Cranbrook School Yearbook, page 15</i> |
| Image /Drawing Title & # | <i>Example: Albert Kahn (P2451) or Centerline Defense Housing (AD.26.21)</i> |

Duplication Formats

Documents will be delivered as PDF files unless publication quality is requested in image formats listed below.

Image file format requested: JPEG TIFF

Other formats and off-site duplications are at the sole discretion of the Archivist and subject to additional fees.

Duplication Fees:

| Document (PDF) | Image (8x10) | Audio Recording (MP3) | Film or Video (MP4) |
|-----------------------------------------|---------------------------------------|--------------------------------------|-------------------------------------|
| \$10 per 25 scans after first 5 | \$15 (300 dpi) | Cassette to digital \$50 per file | Analog to digital Ask Archivist |
| Architectural drawings Ask Archivist | Over 300 dpi or 8x10 Ask Archivist | Digital to digital \$15 per file | Digital to digital \$15 per file |

An Archivist will contact you to verify your request and total cost. Please allow 7-10 days for duplication orders. Large orders will require additional time for processing. Items will be transmitted electronically, unless prior arrangements have been made (subject to additional fees). Payment must be received before files are released.

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Please provide information for the party responsible for use and payment of requested duplications.

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Signature and date