



SOUTH CAROLINA HISTORICAL SOCIETY

REPRODUCTION REQUEST FORM

We are glad to reproduce items for you if you are unable to make it to visit the South Carolina Historical Society. Below you will find a schedule of fees for receiving low resolution scans or photocopies of SCHS collections. You will also find space to describe your request. Please keep in mind that we can only reproduce 25% of each manuscript collection but there are no limits on the reproduction of published materials such as books, pamphlets and maps.* Reproduction orders may take up to six weeks to complete. Please submit this form to SCHS librarian, Sydney Derrick.

Email: sydney.derrick@schsonline.org

Post: The South Carolina Historical Society
100 Meeting Street
Charleston, SC 29401

Fee Schedule	
Staff time (for photocopies and scans)	\$25/hr minimum
Mailing (for photocopies only)	\$5.00 minimum

*To receive high resolution scans of materials from SCHS collections, please see the Visual Materials Research and Use form.

Please check one: **Low resolution scans** **Photocopies**

Title of item(s) to be reproduced: _____

Complete Call Number(s)** _____

Pages/Dates _____
(use additional sheet as necessary)

I hereby agree not to reproduce or publish any material from the manuscript collection of the South Carolina Historical Society without written permission.

SIGNED: _____

Your Contact Information:

Name _____ Email _____

Address _____ Phone _____

City _____ State _____ Zip _____

Method of Payment: Check Credit Card (Visa/MC/AmEx/Disc)

Credit card number _____ Expires _____ CVV _____

Name as on card: _____ Billing zip: _____

Signature: _____ Date: _____

*Researchers are responsible for observing provisions of the Act of 1976 and the laws of libel

**Call numbers can be obtained from our catalog at www.schistory.org. Click on "Start Research" on the Archives page.