

PHOTOCOPY REQUEST FORM

We are glad to photocopy and mail items to you if you are unable to make it to visit the South Carolina Historical Society. Below you find a schedule of fees as well as 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.* Photocopy orders may take up to six weeks to complete. Please submit this form to Reference Archivist Mary Jo Fairchild at SCHS.

Email: maryjo.fairchild@schsonline.org

Post: The South Carolina Historical Society
 Attention: Mary Jo Fairchild
 100 Meeting Street
 Charleston, SC 29401

			Member	Non-Member
Photocopies	Black & white	Single Sided	\$0.35	\$0.40
		Double sided	\$0.45	\$0.50
	Color		\$3.00	\$5.00
Mailing			\$5.00 minimum	\$5.00 minimum
Time			\$20/hr minimum	\$25/hr minimum

Title of item(s) to be photocopied: _____

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 _____

Name as on Card: _____

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.SCHSonline.org. Click on "Search the Catalog" block on bottom of main page.