Special Collections Media Reproduction Request
Riley-Hickingbotham Library
Ouachita Baptist University

For each request, print out this document and complete it by hand.
Mail all request forms and the search fee in one envelope.

Name of Item and/or Collection

_________________________________________________________

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Search Fee*                                                                                   $ 5.00
*This fee must be submitted with this completed form.

Payment
Make check or money order payable to Ouachita Baptist University. Mail all request forms and search fee
in one envelope to:

Special Collections
Riley-Hickingbotham Library
Ouachita Baptist University
OBU Box 3742
Arkadelphia, AR 71998

Media Reproduction Agreement
I have read “Policies Governing Special Collections Use” and understand that I must give credit to Special
Collections, Ouachita Baptist University, in any use of the media; that I may not reproduce any media
without the permission of OBU Special Collections; and that this order is tendered in light of that
understanding. I also understand that no work on the part of Special Collections will be conducted until
the appropriate fees have been received.

Signature_____________________________________________________Date__________________
Mailing Address________________________________________________________________________
E-Mail Address________________________________________________________________________
Telephone Number_______________________________________________________________________

Reproduction Fees

Transfer (per single item)                                                               $10.00 x number of items
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  • VHS Video Tape to DVD Disc
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