Request for Photocopies

Archives and Special Collections
Riley-Hickingbotham Library
Ouachita Baptist University
P.O. Box 3742
Arkadelphia, Arkansas 71998
870.245.5332

For each copy request, print out this two-page form and complete it by hand.
Specific description of record required on page 2.
Cost estimates provided upon request.

Select one of the following:

Clark County, Arkansas

_____ Deed record ($5 each)
_____ Marriage record ($5 each)
_____ Tax record ($5 each)
_____ County court record ($5 each)
_____ Probate court record ($10 each, up to 20 pages; $0.25 for each additional page)
_____ Circuit court record ($10 each, up to 20 pages; $0.25 for each additional page)
_____ Civil court record ($10 each, up to 20 pages; $0.25 for each additional page)
_____ Criminal court record ($10 each, up to 20 pages; $0.25 for each additional page)
_____ Census record ($5 per household per year)

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_____ Newspaper article (including obituaries) ($5 per article)
_____ Book/Pamphlet/Periodical ($5 per article, up to 10 pages; $0.25 for each additional page)
_____ Manuscript collection file ($10 each, up to 20 pages; $0.25 for each additional page)

Provisos
- All requests must be submitted in writing on OBU forms along with payment; telephone and
e-mail requests cannot be honored
- All fees are subject to change without notice
- A maximum of fifty (50) copies per order will be made by Special Collections staff
- These fees apply only to “absentee” requests, not to patrons working in Special Collections
in person
- These fees are not applicable to official requests from administrative offices at the University,
offices of the Arkansas Baptist State Convention, or churches/associations affiliated with the
Arkansas Baptist Convention