

PC(USA) DIGITIZATION REQUEST FORM

church records

CONTACT PERSON: _____

CHURCH NAME: _____

BILLING ADDRESS: _____

SHIPPING ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

Send invoice: via MAIL to the billing address above via EMAIL to the email address above

Are you depositing records at PHS? no yes

I hereby request digital reproductions of the church records listed on the reverse side of this form.

SIGNATURE: _____ DATE: _____

COPYRIGHT & RESTRICTIONS:

Copyright. All responsibility for copyright infringement, questions arising from copyright, and the use of these reproductions is assumed by the person whose signature is above. The copyright law of the United States (Title 17, United States Code) governs the making of reproductions of copyrighted material. Under certain conditions specified by the law, libraries and archives are authorized to furnish a reproduction. One of these specified conditions is that the reproduction not be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a reproduction for purposes in excess of this “fair use,” that user may be liable for copyright infringement.

Limits. The society reserves the right to determine the reproduction medium and equipment used, contingent upon the condition, size, and quantity of materials requested. The society reserves the right to refuse an order if, in its judgment, fulfillment of the order would damage the item or involve violation of copyright law.

Types. This form is reserved for PC(USA) entities requesting scanning of church records that are up to 16” x 24” in size.

Specifications. Digital files are delivered in full (24-bit RGB) color in PDF format at 300 dpi resolution. Documents will be made text searchable whenever possible. Please note that OCR (Optical Character Recognition) software will not work with handwritten text, some older printed or decorative fonts, and certain languages.

Turn-around. Digital files will be delivered approximately 4 to 7 months after the order is received.

Pricing and delivery. PC(USA) congregations are *not* required to pay a set-up fee and receive a discounted rate of \$0.50 per page. Congregations who have signed up for the society’s membership program at the Partner Level receive a discounted rate of \$0.40 per page. All orders under \$50 must be paid in full in advance. Orders \$50 and over require a deposit equal to 50% of the estimated cost. The remainder of the cost will be billed upon completion of the project. Your invoice will be sent after we receive your signed form. Digital files are delivered via email (10 MB or less), via a Dropbox download link (up to 100 MB), or on a CD, DVD, or USB drive for an additional charge of \$10 per storage media. Shipping fees are waived for PC(USA) congregations.

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Please read, complete, and sign other side.

CHURCH RECORDS INVENTORY:

| LOCATION | TITLE/DESCRIPTION | PAGE COUNT |
|----------|-------------------|------------|
| | | |

ESTIMATED COST:

This request form is not an invoice. A separate invoice for a deposit payment will be sent to you after you agree to the estimated cost listed below by signing and submitting this form. Please wait to make your payment until after you receive the invoice.

Total number of pages: _____ @ \$0.50 per page

Total number of pages: _____ @ \$0.40* per page

Estimated Total: _____

**requires congregational membership at Partner Level*

PLEASE SELECT DELIVERY METHOD:

Downloadable link via Dropbox (free, limit up to 100 MB)

DVD (+\$10 each) # of copies _____

USB (+\$10 each) # of copies _____

PLEASE SELECT A PAYMENT METHOD:

An invoice will be sent to the address or email you provided on the reverse page.

Pay online via QuickBooks with a credit card or debit card.

I prefer to mail a check. Include a copy of your invoice and mail to:

Presbyterian Historical Society
425 Lombard Street
Philadelphia, PA 19147

Questions? Contact us: refdesk@history.pcusa.org | 215.627.1852

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