

Reproduction Ordering Process

Ordering



- Please email the Library & Archives (library.csrmlibrary@parks.ca.gov) your list of selected items or a completed reproduction request form (<https://www.californiarailroadmuseum.org/assets/downloads/pdf/2026ReproductionRequestForm.pdf>).
- Be sure to include all identifying information like ID numbers, and **keep orders to around ten items**
- A \$12.50 processing fee will be applied to each order

Processing



- All reproduction requests are subject to CSRM Library & Archives staff approval based on condition and copyright status
- Allow 2-3 weeks for reproductions. No rush orders
- High resolution scans are TIFF format and start at 300 dpi for large items like maps and 600 dpi for small items like photos
- For the protection of our materials, we do not allow self-service duplication
- Staff will send an invoice when the digitization is complete. Once received, sign and date the invoice, then send a copy to the library

Payment



- Payment will only be taken after materials have been scanned and a signed invoice received by the library. Staff will contact you when they are ready to take your payment
- We accept major credit cards and checks (made payable to: CSRM FOUNDATION). Please inform the staff if you would like to pay by check
- Authorized staff will process your credit card payment over the phone if you choose to pay by card
- Special orders and requests may result in additional fees

Delivery



- Digital files will be sent through a file transfer service
- Some scans will be made available on Internet Archive
- **Personal thumb-drives are not permitted for transferring e-files**

Reproduction Fees

Item	Price
Maps / Technical Drawings / Train Sheets high-res	\$10.00
Photos high-res	\$10.00
Manuscript Material / Ephemera (timetables, menus, tickets, etc.) high-res	Contact staff
Bound Items (not including published material) PDF high-res scans available for individual pages by request	\$30.00
Published Material PDF for reference	\$0.40 per page Minimum 10 pages Maximum two chapters/articles