

Digitization Form

Please print, complete, and return this form to the Sault Ste. Marie Museum.

Please fill out one (1) form per request.

Your information:

Date Accepted: _____ Date Due: _____

Name: _____

Address: _____

Postal Code: _____ Phone #: _____

E-mail: _____

Fees:

Photo:	<u>Standard Format Scanning</u> Up to 8.5 x 11 inches \$15/hour (includes Slides)	<u>Large Format Scanning</u> Up to 88 inches wide \$15/hour or \$15 per piece
Film:	<u>UMatic, Beta Max, Beta, DV-Cam, 8mm, 16mm, SVHS, and VHS</u> \$20/hour or \$20 per tape	<u>Reel to Reel Audio</u> \$20/hr or \$20 per tape

Please Note: The finalized cost (per hour / per piece) of a photo or video digitization is at the discretion of the Sault Ste. Marie Museum.

How would you like to receive your digitization?

Digital Copy: _____

DVD: _____ (additional cost of \$1.00)

Disclaimer:

The Sault Ste Marie Museum will do everything in its power to preserve, manage, and conserve the original medium provided to the Museum for digitization.

Any damage occurring to the original medium will be avoided at all costs, however this will not be held liable against the Museum as it is upon the discretion of the owner of the medium provided to allow staff to digitize these items.

Signature

Date