

# Center for Adventist Research

## Materials Request

- We are happy to aid research. Most requests generally should take about two weeks, but this is not guaranteed as the time depends on the nature and size of the request, and the number of other requests pending. Copies are made only as staff time is available.
- We have a 3<sup>rd</sup> Business Day Service available where we make every attempt to deliver copies by the third day of business (not counting Sabbath or Sunday), however, it does cost considerably more. People needing such rapid service should be willing to pay a premium for it. Requests for this service should be for less than 50 pages.
- We require payment arrangements to be made before we send materials. In most cases this means that we have already received a check or money order payable to the James White Library in US dollars.
- Make requests at [car@andrews.edu](mailto:car@andrews.edu). Requests for photocopies must conform to our Photocopy Policy.
- For requests for obituaries please see <http://www.andrews.edu/library/car/libinfo02.html>.

Name of Requestor: \_\_\_\_\_  
 Mailing address: Street or P.O. Box \_\_\_\_\_  
 Mailing address: City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_  
 E-mail address: \_\_\_\_\_ Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

**What is needed (be specific)**

- Title: \_\_\_\_\_ Call # \_\_\_\_\_  
 Author: \_\_\_\_\_  
 Subject: \_\_\_\_\_  
 Periodical Name: \_\_\_\_\_ Date: \_\_\_\_\_ pages: \_\_\_\_\_
- Title: \_\_\_\_\_ Call # \_\_\_\_\_  
 Author: \_\_\_\_\_  
 Subject: \_\_\_\_\_  
 Periodical Name: \_\_\_\_\_ Date: \_\_\_\_\_ pages: \_\_\_\_\_
- Title: \_\_\_\_\_ Call # \_\_\_\_\_  
 Author: \_\_\_\_\_  
 Subject: \_\_\_\_\_  
 Periodical Name: \_\_\_\_\_ Date: \_\_\_\_\_ pages: \_\_\_\_\_
- Obituary: See attached list received from requester
- Research Topic. [Must be specific. Time limited to no more than 15 minutes maximum.]  
 \_\_\_\_\_  
 \_\_\_\_\_

**Cost Computation and Delivery Options:**

|   |         |
|---|---------|
| Service fee \$ 5.00   | \$ 5.00 |
| Copy costs and extra services:  |         |
| _____ number of pages X \$0.25 = cost for photocopies   | _____   |
| Additional services: 3 <sup>rd</sup> Day Service (optional) \$10.00 *[Depends on staff availability]  | _____   |
| Rush (need same day) <u>additional</u> \$10.00 *[Depends on staff availability]   | _____   |
| Delivery costs:   |         |
| \$ 0.00 Regular mail service to USA & Canada.   | _____   |
| International delivery cost [ <a href="http://ircalc.usps.gov/">http://ircalc.usps.gov/</a> for international] [ <a href="http://postcalc.usps.gov/">http://postcalc.usps.gov/</a> ] [domestic] | _____   |
| \$ 4.00 Priority mail (2-3 day service within USA) if less than 120 pages   | _____   |
| \$14.00 Express mail (overnight to most USA locations) if less than 60 pages  | _____   |
| \$18.00 Express mail (overnight to most USA locations) if less than 100 pages   | _____   |
| FAX costs (\$1.00 per page to USA & Canada; \$2.00 per page international) X # of pages   | _____   |

**TOTAL COSTS:** **US\$** \_\_\_\_\_

Payment: VISA or Master Card: card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_. Expiration Date: (mo/yr) \_\_\_\_/\_\_\_\_. Approved (x 3332):   
 **Check or cash received.** Account to credit: \_\_\_\_\_

Staff member who took the request: \_\_\_\_\_ Date: \_\_\_\_\_. Fulfilled by: \_\_\_\_\_ Date: \_\_\_\_\_

Materials sent by: \_\_\_\_\_ Date: \_\_\_\_\_