

HILL MUSEUM & MANUSCRIPT LIBRARY

Saint John's University, Collegeville, MN 56321

Telephone: 320-363-3514 Fax: 320-363-3222 email: hmml@csbsju.edu

Manuscript Copy Order Form

All orders must be placed by completing this form and sending it to HMML by scanning and email (jdietman@csbsju.edu), fax, or postal mail. Please do not send money; you will receive an invoice if the requested services require payment.

Customer Information:

Name _____	Address _____
Title/Position _____	City, State, Zipcode _____
Institution _____	Country _____
Telephone/Fax _____	Email _____

Manuscript Request Information:

Country _____	Shelfmark (if known) _____
City _____	HMML Project Number (if known) _____
Owning Library _____	Brief Description of Content _____

Media

Digital (web hosted for online use), free of charge <input type="checkbox"/> (see note below about manuscripts available for this service)*	Printouts from black & white microfilm—specify folios (15 or fewer) _____
Digital (whole manuscript) on CD or DVD <input type="checkbox"/> (in color for born-digital images, black & white for scanned microfilm)	Color prints from born-digital images—specify folios (15 or fewer) _____
Microfilm (black & white, entire manuscript only) <input type="checkbox"/>	

*NOTE: HMML can host up to three online manuscripts at a time per researcher. Manuscripts must be "born digital" to qualify for this service. This covers manuscripts from HMML's projects since 2003 (Lebanon, Turkey, Syria, Ukraine, and other Eastern Christian digital projects). Online manuscripts are hosted on *Vivarium*, HMML's online image database. Instructions on using online manuscripts will be provided.

Shipping Address (if different from address listed above)

Name _____	City, State, Zipcode _____
Address1 _____	Country _____
Address2 _____	Telephone _____

Copyright Information

Manuscript images are for scholarly or educational use only. Duplication of microfilm or digital images for any purpose is forbidden without permission. Publication of images requires prior permission from the owning institution sought through HMML. Publication of critical editions may require permission of the owning library. Users of these images agree to cite the owning institution as well as the Hill Museum & Manuscript Library, Saint John's Abbey and University, Collegeville, Minnesota, in any publications referring to these images and/or their content. They are also encouraged to submit two copies of any published work containing references to HMML's microfilms or digital images to HMML (one copy will be forwarded to the owning institution). By signing (if faxing or mailing) or entering name (if emailing the completed form) below, scholar agrees to these terms.

Signature _____

Date _____

Send completed form to HMML via mail, fax (number at top of page), or by scanning completed form and emailing image to:

jdietman@csbsju.edu