

Digitization and Reproduction Orders

Submit an order form to purchase digital files or photographic prints of material from BCDAH collections:

BCDAH Reproduction Orders

312 Courthouse Square, Suite 11

Bay Minette, Alabama 36507

Fax: 251-580-2528

Email: archivalrecords@baldwincountyal.gov

Formats and Fees

Digital Files	
Images	\$10.00 each
Video	\$20.00 each
Audio	\$20.00 each
Digital Files	
Per hour (up to 60 minutes)	\$20.00
Photographic Prints	
Up to 5 by 7 inches	\$10.00 each
Up to 8.5 by 11 inches	\$20.00 each
Up to 13 by 19 inches	\$30.00 each
Reference	
Alabama resident	\$15.00

Non-Alabama resident	\$25.00
Commercial use	
If applicable	\$50.00 each

- **Digital Files**

Image files include photographs, maps, and manuscripts. Most items are scanned at 600 PPI at original size, though photographic negatives are scanned at higher resolutions. Files will be delivered as JPEGs via Dropbox links unless otherwise requested in the **Special Instructions** section of the [order form](#). (Specifications of audio and video files vary, but the highest quality available will be provided.)

For materials that have **not** been digitized, an hourly rate applies rather than a charge per file. The minimum cost for such requests is \$20. (Most requests for A/V materials that have not been digitized will be referred to a vendor.)

- **Photographic Prints**

Images are resized to fill as much of the photographic paper as possible, but final print area depends on the dimensions of original image.

- **Reference**

Fee may apply if no file name is given and the location of original material is unknown.

- **Commercial Use**

If intended use is commercial (see definitions below), contact BCDAH staff to determine if additional fees apply.

Payment Options

- **Checks** and **money orders** should be payable to Baldwin County Commission. Please include a driver's license number on personal checks. (A fee of \$30 may be assessed for returned checks.)

- Regular office hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. (Central Time).

Use Definitions

- **Commercial use** includes, but is not limited to, publication in any commercial medium in which the item(s) are a principal focus of content; use in films produced for commercial distribution; and reproduction on items of merchandise.
- **Non-commercial use** includes, but is not limited to, the development of curricular resources for education; presentations made to public or private audiences with an educational or informational purpose; publication in scholarly or popular books, magazines, journals, newspapers, blogs, documentaries, and other productions with an educational or informational purpose and in which the item(s) from the collection are to be used for illustrative purposes.
- Regardless of use, complete a [use agreement form](#) before publishing material from BCDAH.

"We tell the story of the people of Baldwin County by preserving records and artifacts of historical value and promoting a better understanding of Baldwin County history."



312 Courthouse Square, Suite 26 / 305 East 2nd Street
Bay Minette, AL 36507
(251) 580-1897