



TEXAS TECH UNIVERSITY

# Vietnam Center and Archive

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The Vietnam Archive will provide digital copies or photocopies of materials in their collection to patrons who request them. The fees are outlined in our fee schedule and are used to cover the cost of the materials used in the request and to help offset the cost of cataloging and preserving material from the archives.

Patrons ordering materials will be issued an invoice detailing the charges and fees for their order. The Vietnam Archive accepts payment by check and credit card. The order must be paid in full before the order will be released. All fees are non-refundable and subject to change without notice.

#### **Requesting materials**

##### *Documents*

When requesting documents from the Vietnam Archive, please provide us with the list of documents you require in numerical order. For each document list: the item number, title of document, collection title, unit number (Douglas Pike Collection only), box number and folder number.

##### *Images and AV files*

Please provide the staff with a list of item numbers in numerical order and item titles (if available).

#### **Turn-around time**

For small orders of under 50 items the normal turn around time is two weeks. For larger orders the turn around time is two to four weeks.

#### **Mailing/Shipping of orders**

All orders are shipped via first class mail.

Patrons wishing to use alternate methods must contact the staff for any special arrangements; all fees will be paid by the patron.

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