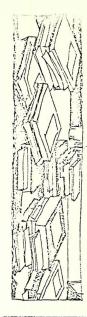
XEROX EDUCATION DIVISION

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F. If you do not have a copy of the book from which to estimate the price, the number of pages might be found in A Catalog of Books Reprinted by Library of Congress Printed Cards Issued to July 31, 1942, and its supplements. The approximate price can be determined by multiplying the number of pages by 4 cents or 6 cents, whichever is applicable.

G. Should you have a copy of the book at your disposal or know where one can be located, please let University Microfilms know, because this information will be very helpful in completing your request. Books are not damaged in the microfilming process and will be returned to the owner in the condition received.

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A. If you need an out-of-print book which is in University Microfilms' collection, simply order a microfilm or xerographic copy of the title. Prices are shown in the University Microfilms O-P Catalog, and are calculated the same as for books not in the collection. (See paragraph E above.) (Ordering by the order number and name of author listed in the University Microfilms O-P catalog will expedite shipment.)

B. When your order is received, the master negative is withdrawn from the film library, the requested copy is reproduced and sent to you.



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When 50 or more complete copies are wanted and the quantity is known in advance, University Microfilms uses offset printing to reproduce op books. Offset plates are prepared from microfilm. By keeping the plate cost low, small editions can be inexpensively produced. As the quantity of copies increases, the unit cost rapidly declines. In offset printing, all illustrative materials in the original reproduce well. Quotations will be given for specific press runs, bindings, etc.

Customer-Submitted Microfilm

If you already have microfilm you would like enlarged and bound into book form, send the film to University Microfilms for review and pricing. Customer-submitted film is enlarged for 8 cents per running foot of paper 12 in. wide, including a paper cover and titte-author label. The minimum charge is \$3.00. Because the Xerox Copyflo process provides for continuous enlargement of microfilm, the spaces be-

tween exposures are enlarged as well as the pages themselves. Some extra footage is required for leader and trailers.

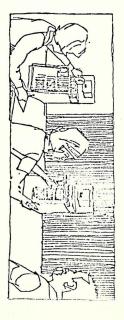
Xerography

In xerographic process, microfilm images are projected page by page onto a revolving drum, which transfers the image to an enclless web of paper. The separate pages are usually cut from the web, folded and bound for convenience. The image is as permanent as the paper, which is specially made to University Microfilms' specifications for long life.

Since, by xerography, only one side of the sheet is printed, the pages are cut from the web of paper in pairs and then folded in such a way that there appears to be printing on both sides of a single sheet. Double pages of this sort of heavy paper would result in a thick, hard-to-manage book, so lightweight and opaque (13 pound) book paper selected for strength is used.

In photographing, an opening, or pair of pages, is exposed at one time. In folding the xerographic pages, the gutter of the original book becomes the fore-edge. This has the effect of placing the odd-numbered pages on the left instead of on the right as in the original. The pages remain in sequence, of course.

Halftone and continuous tone enlargements are not reproduced well by xerography. Charts, graphs, line drawing and similar data reproduce well, however. Upon request, silver print reproductions (photographs) can be made of pages where this quality reproduction is desired. Normal price is 30 cents per print.



All orders and requests for further information concerning microfilm, xerography, cr O-P books should be addressed to:

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