



TEXAS TECH UNIVERSITY  
**Vietnam Center and Archive**

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### **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 document 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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