

Scanning Request

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Check one:
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Prepayment received _____
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TO BILL TO ANOTHER DEPARTMENT ON CAMPUS:
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Prepayment required

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Source of photograph to be duplicated: Name of MS. Collection, MC no., Box #, file #; Picture Collection #, etc.	Item description	Resolution: generally 300dpi	IBM or Macintosh?	Save as: generally TIFF or jpeg

Notes about resolution and file formats: Higher numbers of dots-per-inch result in larger files. Also, TIFF files are significantly larger than jpeg files. Currently we have success sending via E-mail files scanned at 150 dpi to 300 dpi and saved as jpegs, or smaller.

(Continue on back if necessary)

(Rev. Nov. 2006)

