

# Scanning Request

Special Collections  
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STAFF USE
Request accepted by _____
Application form on file _____
Check one:
<input type="checkbox"/> patron brought clean zip disk
<input type="checkbox"/> patron buying zip disk from us
<input type="checkbox"/> patron will wait for scan
<input type="checkbox"/> patron will pick up in Sp. Coll.
<input type="checkbox"/> mail disk to patron
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.....
Prepayment received _____
Amount _____
Scan made by _____

Name (Please print)
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Telephone
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TO BILL TO ANOTHER DEPARTMENT ON CAMPUS:
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*Prepayment required*

**All columns must be filled in for scans to be made:**

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)

