

# DIGITAL REQUEST FORM

Name: \_\_\_\_\_

College Affiliation: (student, faculty, staff, alumni, public) \_\_\_\_\_

Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Items for Digitization: (Please identify and describe the item(s) you would like digitized.)

\_\_\_\_\_

File Type: (jpeg, tiff, pdf) \_\_\_\_\_

## SPECIAL INSTRUCTIONS

The digital collections department is able to provide digitization services for a variety of materials. These services include image capture, minor editing (e.g. cropping and straightening), and color correction to digital images.

All orders will be delivered via the web.

What type of materials need to be digitized?

\_\_\_\_\_

Do you own the items and what are the copyright statuses of the items? If there are concerns, we will contact our Copyright Officer for clarification.

\_\_\_\_\_

Are these files for web, print, or both?

\_\_\_\_\_

Do the images need to be touched up and edited after digitization?

\_\_\_\_\_

What is your desired timeline?

\_\_\_\_\_

Please note that while we can scan items in a frame or glass, we cannot remove items from their frame, so bring them in the state you wish them digitized. In most cases, removing the glass is recommended.

We fulfill small requests on a first-come-first-served basis and fit them into our overall project schedule.

## DISCLAIMERS: PATRONS

**Notice: Warning Concerning Copyright** – The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. The Library’s provision of a copy does not constitute permission by any copyright holder and is not a substitute for the user’s diligent compliance with all applicable copyright requirements. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

**Notice: Digitizing Personal Items** – We are not responsible for any damage to materials you provide to us for digitization.