Order Date: _____ **Circle One:** FACULTY | GRAD | STAFF

Requestor's Name: _____ **Phone:** _____

Email: _____ **Department:** _____

Repository & Digital Curation and its staff are not liable for damage to equipment, media or other material submitted for processing. Patron signature below indicates that the Patron understands these arrangements and agrees to them.

X _____ Date _____

If this form is submitted and signed by curators, it is assumed that: (a) copyright and use issues for the requested material have been resolved; (b) the fee for requested materials has been received and/or the patron has agreed to the price; (c) minimal metadata or better has been identified for the piece if it is for a collection; (d) curator or other person with authority has OK'd the piece for digitization.

Turn-around times:

- 1-25 images = 1 week
- 16-50 images = 2 weeks
- 51+ images = consultation required
- AV media = consultation required

Times may vary depending on current project load.

Due Date: _____ **Job Number:** _____

☐ **Rare / high-value item**

Delivery: CD/DVD | BOX | REPOSITORY

Delivery format: TIFF | JPG | MOV

Source: BOOK | SLIDE | LOOSE | AV MEDIA

Source Title & Author: _____

_____

Notes: _____

_____

One line per image; if more than one image per page, include placement (i.e. pg. 67, bottom right).

PAGE / PLATE # / FIGURE / AV MEDIA	**ACCESSION # (do not use; RDC staff only)**
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
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