

Order Date: _____ **Circle One:** FACULTY | GRAD | STAFF
Requestor's Name: _____ **Phone:** _____
Email: _____ **Department:** _____
Course Title: _____ **Course Number:** _____

Digital Collections 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 _____

Turn around times:

- 1-25 images = 1 week*
- 16 - 50 images = 2 weeks*
- 51+ images = estimated at intake

Due Date: _____ **Job Number:** _____
Checked: DIL | ARTstor

* times may vary depending on current project load: *orders are completed on a first-come, first-serve basis.*

* limited to 500 images per faculty, per quarter: *larger orders are considered a special project*

Delivery: CD | DEPOT | DIL → Faculty Status Granted: Yes | No

Source: BOOK | SLIDE | LOOSE LEAF

Needed for: DIL | POWERPOINT | ARCHIVAL | WEB | PUBLICATION → Pub. specs: _____

Source Title: _____

Author/Editor: _____ **Call Number:** _____

Publication Year: _____ **Date Needed:** _____

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

PAGE/PLATE #	ACCESSION # (staff only)	KEYWORD/CATEGORY
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
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13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

***PLEASE USE REVERSE FOR PROJECT NOTES**