

REQUEST FOR DIGITAL SERVICES

Proposed Use: _____ Publication (Please complete Request to Reproduce Material form. No image supplied without properly completed form.)
_____ Class project (Please complete Request to Reproduce Material form if the image will be used for a web-based assignment)
_____ Personal research with no plans to use in publications or commercial displays

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Signature _____ Date _____

(Please print or type)

Name _____ Telephone _____

Organization _____

Mailing Address _____

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PLEASE NOTE: Bound materials must be reproduced using our digital camera, not on the flatbed scanner. We offer photocopy-quality output with this device, NOT a digital surrogate. We will do our best to produce a legible reproduction of the original. These reproductions are not publishable quality; for publication reproductions, please ask about photography services and prices. Text pages will be reproduced at low resolution, suitable for printing (4.5 Mb, uncompressed). Illustrations can be reproduced at higher resolution, but we cannot guarantee that they will be exact reproductions of the original.

Flatbed scanner images will be supplied on CD and cannot be emailed. Default flatbed scanner output is TIFF; other formats supported by Photoshop are available on request.

TYPE OF REPRODUCTION

Digital Camera:

[] Color, **photocopy-quality** reproductions; not publishable. Images can be cropped to remove border space, but no other editing will be done. Bound materials can **only** be reproduced with the digital camera. Images can be delivered on paper (maximum size 8½ x 14) from monochrome laser or color inkjet printer, or on CD-R.

Epson Flatbed Scanner: (Unbound items only)

[] 300 dpi (color) [] Other (up to 2400 dpi) _____ (Image file size must fit on CD-R)

Scan area will be cropped to perimeter dimensions of original, but no further cropping or editing will be done

Description and/or Citation of Material to be Reproduced (Include call number or catalog number):

Date Requested _____ Date needed _____

Mail to Address above _____ (Supply alternate address if not mailed to above) Pick up _____

Library Staff Only:

Express Fee: \$ _____ Service Charge: \$ _____ Total cost: \$ _____

Date Paid: _____ Cash: _____ Check: _____ Regulation packet sent _____

PLEASE WRITE ANY NOTES OR SPECIAL INSTRUCTIONS BELOW. We will comply if possible but we are unable to guarantee specific requests for scanning resolution or image format. Images on CD will be readable by either Mac or PC platform. We will check the CD before shipping to make sure it is readable, but we can assume no responsibility for your ability to read the CD or open individual images. Please be as specific as possible with your request, or delays may result.

SCHEDULE OF CHARGES

Digital Camera Output:

Images delivered on CD-R: **50¢ each (default format is JPEG)**
Images on paper (8½ x 14 maximum): **50¢ each for B/W (laser); \$1.00 each for color inkjet**
Minimum mail order charge for Digital Camera Output: **\$5.00**

A charge of \$1.00 will be added to orders under \$5.00 for CD delivery, if they are to be picked up in person.

A \$10.00 per hour Service Charge will be added if the order takes more than one hour to complete.

Epson Flatbed Scanner:

\$20.00 each (includes CD)

JHU Students: Please ask about special student pricing.

All charges listed above include First Class domestic postage. Express delivery service, if requested, will be charged to the researcher at current rates. On international orders, postage and customs charges will be billed to the recipient.

➤➤ **MAKE CHECKS PAYABLE TO THE MILTON S. EISENHOWER LIBRARY** ⚡⚡

REGULATIONS

1. Special Collections reserves the right to decline to reproduce any materials under its jurisdiction whenever such action is deemed necessary to protect materials. We will not, under any circumstances, lend original materials.
2. Orders will be filled as quickly as possible, depending on the size of the order and staff time.
3. The researcher will pay the full cost of making reproductions. Special Collections does not sell reproductions but charges a fee to cover the cost of labor, postage and other expenses involved in the reproduction procedure. Any member of the staff will be glad to explain the charges.
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