

Special Collections, J. Willard Marriott Library, University of Utah

SCANNING INFORMATION CHECKLIST

Please note: Use this checklist is only if you wish digital scans of the images you have selected. The Photograph Reproduction Order Form must be filled out in addition to this checklist.

Name: _____

Date of Order: _____

Telephone/Fax: _____

Email: _____

Resolution (choose one):

___72 dpi (best for PowerPoint presentations, online use, computer wallpaper, etc.)

___300 dpi (best for publication, printing, etc.)

File Format (choose one): ___tif ___jpg

Please note: the Library can only make graphics files in PC formats. We are not able to make Mac files.

Size of finished image:

Same size as original photograph 100% _____

Other (please specify in % or inches)* _____

*digital manipulation or additional enhancements of images, not part of the basic scanning charge, requires payment of additional digital service fees.

Some photographs contain information outside the image area. Do you wish to retain this information? _____

PLEASE NOTE: The Library does not supply disks for storage of digital files. If you want your image stored on a disk, you must either provide one or pay for one.

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