

Request for Digitization

Digital Production Services – Boatwright Memorial Library – 289-8412

General Information			
Name		Department / Course	
Request Date		Should DPS staff contact you to schedule item pick up? yes / no	
Phone		Email Address	

Project Description

Images			
Original (image/figure from book, slide, negative, etc.)	Description	File formats / resolution needed (jpeg @ 72dpi, tiff @ 300 dpi, etc.)	Keep for ArtStor?

-----DPS staff only:-----

Request received		Date / time	
Request completed		Date / time	