



**John Hay Library**

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**Request for Digital Imaging**

**Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Current Institutional Affiliation:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

Original to be scanned/photographed:			
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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**Image Capture**

Flat material up to 11" x 17" may be suitable for scanning; Bound materials and materials too fragile to scan may be photographed.

**Desired Resolution (flat materials only):** \_\_\_\_\_ We scan at 300 dpi unless you indicate otherwise. Requests for higher resolution will be considered on a case by case basis and may incur additional fees. (High resolutions are not suitable for email delivery.)

Images photographed with a digital camera are in 1:4 JPG format at 1600 x 1200 pixels.

**Format (flat materials only):**

Items are scanned as JPGs. Requests for TIFFs require approval from Curator. GIFs are also available. Please specify in your application whether the byte order for a TIFF is for a PC or a Mac.

**Resolution available for bound and fragile materials: 1600 x 1200 Format for bound and fragile materials: JPG only**

**Image Delivery**

- E-mail (up to 10 MB) -Please note: Your e-mail system must be able to accept large files
- Zip disk – PC only (100 or 250 MB): \$11.00 per 100 MB zip disk or supply your own
- CD (650 MB) - \$5.00 each or supply your own CD-R or CD-RW. Indicate on the application if the CD need to be readable on a MAC
- Timed download (up to 50 MB) - Images made available for download from the web at a scheduled time (and then removed).

**Orders are usually completed within two weeks. Scans of oversized materials or requests for more than 10 scans may require additional time.**

**Image Usage& Fees**

See the Fee Schedules for charges for digital imaging and for publication.

Digital images requested on this form are produced for study and examination purposes only. Publication of these images in any media (print, web, etc.) must be approved in advance.

**Publication Fees** are imposed for the commercial use of digital images. Fees are waived at the discretion of the Library for approved nonprofit uses. An Application to Publish and further information about publication fees are available at:

<http://dl.lib.brown.edu/libweb/about/hay/reproduction.php>