

## Special Collections Reproduction Request Form

Requestor:

Request Date:

Address:

Email:

JMU Affiliation, if any:

Date Requested By\*:

Type of Reproduction Request: PDF File  Paper Photocopy  High-Resolution Scan

Brief Description of items to be digitized, including collection or LC Call number:

Special Instructions<sup>†</sup>:

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Digital Collections Use Only:    Date Received:                      Date Completed:                      Initials:

Special Collections Use Only:    Number of Pages:                      Charge:                      Date Paid:

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\*\* All attempts will be made to deliver digital images by requested date. However, we ask that all requests allow for at least 48 hours to complete.

<sup>†</sup> Unless otherwise specified, all materials will be scanned according to current best practices with resolution based on the size of the original. If a specific resolution is required for a particular use, please indicate here to ensure best image quality for that use.

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