



**John Hay Library**

Brown University Box A Providence, Rhode Island 02912 401-863-3723  
 (phone) 401-863-2093 (fax)

[hay@brown.edu](mailto:hay@brown.edu)

**Request for Digital Imaging**

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

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

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

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

Original to be scanned/photographed:			
call #	author/title	page	format
			☞ bound ☞ flat
			☞ bound ☞ flat
			☞ bound ☞ flat
			☞ bound ☞ flat
			☞ bound ☞ flat

The reproductions requested above are for the sole use of the undersigned for the purpose of private study, scholarship, or research. The undersigned agrees not to transfer them to others, further reproduce them, publish any part of them, or place them in another institution without the express written prior consent of Brown University Library and any other person or persons, institution or institutions whose consent the law requires.

The undersigned expressly assumes all responsibility for observing applicable laws of copyright, literary property, and libel and covenants and agrees to exonerate, indemnify and hold the University, its trustees, fellows, officers, servants and agents harmless for and on account of any and all loss, cost, damage or expense arising out of or in any way connected with the use which the undersigned makes or suffers or permits to me made of the materials identified below.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

## 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 100 dpi unless you indicate otherwise.

(High resolutions are not suitable for email delivery.)

**Format (flat materials only):**


\_\_\_ TIFF \_\_\_ JPG \_\_\_ GIF (If no preference we will save as TIFF) Byte


order for TIFF: \_\_\_ PC \_\_\_ MAC \_\_\_ Don't know


**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. Does 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).

## Image Use & Charges

**Production Fees:** We currently do not charge members of the Brown Community for producing five digital images. Requests for more than five images are handled on a case by case basis and may incur charges of \$5.00 per image. All non-Brown users will be charged \$10.00 per image. Users pay the cost of library-supplied storage media (zip disks, CDs) .

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://www.brown.edu/library/libs/hay/ReprdSpeColl.html>