

Request for Digital Imaging

Image Services
Ingalls Library & Museum Archives

**All requests *require two to four weeks* to fully process.
Filling out this form does not guarantee digitization of images by the requested date.**

All images are scanned at 1200 DPI and 1024x768 pixels.

Drop off form and requested items in the Image Services department.

You will receive an email with the status of your request from a department staff member.

Requested by:

Department:

Email:

Date requested:

Date needed:

Reason for digitization: lecture exhibition publication other (please specify)

Comments: