

Accession Number Range: \_\_\_\_\_

## DIGITAL IMAGE ORDER FORM

**Ordered by:** \_\_\_\_\_ **Date ordered** \_\_\_\_\_ **Date needed** \_\_\_\_\_

All images made by the VRC become part of the Collection; images belonging to the VRC will be used for educational purposes only. Ordering images through the VRC implies consent with this policy.

Notice warning concerning copyright restrictions: The copyright laws of the United States (Title 17, United States Code) govern the making of photocopies or other reproductions of copyrighted material. Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered "fair," such as criticism, comment, news reporting, teaching, scholarship, and research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

- Needed for current semester, Date:** \_\_\_\_\_  
 **Collection Development** (for a new course, please discuss production schedule with curator)

Total number of images ordered: \_\_\_\_\_

Return book to:  Library  Other: \_\_\_\_\_

Author: \_\_\_\_\_

Title: \_\_\_\_\_

**STAFF USE:**

**Source Code:** \_\_\_\_\_

**Tracking Production Dates:**

Order shot \_\_\_\_\_ Editing complete \_\_\_\_\_ Cataloged \_\_\_\_\_

Uploaded to MDID: Text \_\_\_\_\_ Images \_\_\_\_\_

\*\*\*\*Please help keep the photographer happy by listing page/plate numbers in order...and the cataloger happy by listing each image on a page spread separately (multiple images per shot are hard to catalog)

Acc# (staff)	Page	Plate/ Fig	Specific cataloging info, keywords (tagging)

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