## JAMES A. GIBSON LIBRARY

## Photocopy Services Scanning Request Form

Date:	_Needed By:
Name:	
Telephone number:	Dept.:
Email address:	
	ue Account #
Source Document:	
Photo	
Images and Text	
Text	
Number of Pages:	
Output:	
Photoshop file (.psd)	
Adobe Acrobat PDF	
jpg .gif .bmp (circle one)	
Microsoft Word or Powerpoint	(circle one)
Editable Text (using Optical Ch	aracter Recognition – OCR)
	Please see over ⇒

Output Quality:	
Low (low resolution; smaller image size)	
Medium (better resolution; larger image size)	
High (best resolution; largest image size)	
Delivery Method:	
Email (files under 1mb)	
Disk: Floppy Disk / Zip Disk (100mb) / Recordable CD (circle one)	
I will purchase a CD-R for X\$	
Please Read: Disclaimer that is in the brochure goes here.	
SignatureDate	

Scanning is done on a first-come, first-served basis.