Visual Resources Collection

Image order Form

Name _____ Today's Date _____ Date Needed _____

Total number of color_____ Total number of black and white_____ Digital Images_____ Slides _____

Orders take one week to process. Exceptions are made only in extreme circumstances, subject to approval of the Curator. Very large orders may take longer. Always use VRC order forms. Fill them out completely and leave materials with the Curator. **Do not order images already in the collection**. This wastes time, labor, materials and storage space. However, upgrading an image from black and white to color is always welcome. There is no fee, images ordered are the property of the collection.

Fill out completely

Source Title Author Library Call Number	

VRC use

Order Number Accession Number Completion Date	

Fill out completely				Optional	VRC use	
B/W	Color	Page Number/Figure Number	Circle Position	Keyword	Catalog Codes	Accession Number
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