



Library Digital Photography Request Form

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Rules for taking digital images in the Reading Room

1. Hand held cameras only; scanners are not permitted.
2. No flash permitted.
3. Low resolution images—**100 dpi or less**—only.
4. Manuscript items must lay flat on the table.
5. Books and other volumes must be supported by a book cradle.
6. If special arrangements are required, an appropriate fee will be charged.
7. All images taken must be recorded on this sheet. Use the back for more space.

I have read the above rules and restrictions, understand them, and will abide by them.

Requestor Contact Information

<i>Print Name</i>			
<i>Signature & Date</i>			
<i>Organization</i>			
<i>Address</i>			
<i>Web site</i>			
<i>Phone #</i>		<i>Email</i>	
<i>Cell #</i>		<i>Fax #</i>	

