

Digital Image Reproduction Order Form

Please fill out the form on page two and return it to the University Archives & Special Collections.

A payment in the form of a check made out to Valparaiso University must be received from non-Valparaiso University faculty and students before an order can be processed. Please contact Archives and Special Collections before sending payment. Digital image requests are not finalized until a Digital Image Reproduction Form is complete. The digital images price list is as follows:

Digital Image Price List:

Images that need to be scanned, up to 11" x 17" – \$3.00 per image.

Images that need to be scanned larger than 11" x 17" – \$5.00.

Minimum of \$10.00 per order.

If multiple images are needed by next business day, rush order price of \$5.00 per image for up to 11" x 17" or \$10.00 per image for images larger than 11" x 17" may apply.

Please make checks payable to Valparaiso University and mail to:

Christopher Center Library and Information Resources
Attn: University Archives & Special Collections
1410 Chapel Drive
Valparaiso University
Valparaiso, IN 46383

Archives and Special Collections reserve the right to waive/negotiate fees or other requirements on an individual basis by approval of the Special Collections Librarian. A medium to deliver digital image requests should be provided by the requestor. Acceptable mediums include CD, DVD-R, or a personal storage device (i.e., thumb drive). Email delivery of digital images can be made only if digital images are no larger than 5MB and are fewer than 3 per order. Normal turnaround for digital images is 1-2 weeks. For more information, please contact Archives and Special Collections at (219) 464-5808 or University.Archives@valpo.edu.

Digital Image Reproduction Order Form

Describe image(s) needed: _____

Resolution desired:

- 150dpi
- 300dpi
- 600dpi
- Other, please define _____

Format desired:

- JPEG
- TIFF
- Other, please define _____

Contact Information:

Name: _____

Mailing address: _____

Telephone: _____ Institution/company: _____

Email address: _____

Please check the preferred delivery method:

- Email my order to the above email address.
- I will pick up my order. Call or email me when it is ready.

If you plan to pick up your order, indicate the type of medium you will supply:

- Email (for digital images that are no larger than 5MB and less than 3 per order)
- Personal storage device (e.g., thumb drive)
- CD
- Other, please define _____

I intend to use these reproductions for:

- Research
- Personal use (e.g., in the home or as a gift)
- For publication (print, website, video, CD, etc.) or public exhibit. Please complete our [Photographic and Audio-Video Fee Use Form](#).

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