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____________________________________________________________

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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)
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☐ CD
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