

GIOVALE LIBRARY
Westminster College
1840 South 1300 East
Salt Lake City, Utah 84105
801-832-2250 (FAX 801-832-3109)

Scanning Information Checklist

Please note: Use this checklist only if you wish digital scans of images. An order form must be filled out in addition to this checklist.

Name: _____

Email _____

Telephone: _____

Date of order: _____

WHAT IS THE FINAL INTENDED FORMAT FOR THIS/THESE SCANS?

Screen (web use) _____ Printed image _____ Other _____
(Screen resolutions is 75 dpi; printing resolution is 300 dpi unless higher is requested).

SIZE OF FINISHED IMAGE:

Same size as original photograph (100%) _____
Other (please specify in % or inches) _____

FILE FORMAT (circle one) jpg tiff bmp other _____
(All formats will use highest quality compression, unless lower quality is requested)

SPECIAL INSTRUCTIONS:

Some photographs contain information outside the image area. Do you wish to retain this information? _____

Do you wish any manipulation of the image such as cropping, sharpening, black and white level adjustment, removing extraneous marks, etc.? _____

OTHER INSTRUCTIONS: _____

PLEASE NOTE: The library does not supply CDs for storing your digital files. You must either supply the CD or pay for one (\$1.00).