



Dartmouth College Library HANOVER, NEW HAMPSHIRE 03755
Evans Map Room, 2nd Level, Berry Library

FAQ's for Scanning in the Evans Map Room

We have a large format scanner. However, there are things we can scan, things we cannot scan and things you should know before asking us to scan an item.

1. All scanning is done by a full time staff member in the Evans Map Room. There is no self service available.
2. We do not make appointments for scanning. We scan items on a first come, first serve basis.
3. If you are not a current student, staff or faculty member, there is a \$2.00 per item charge for anything scanned.
4. We do restrict the size of any item scanned. We cannot scan any item larger than 38 inches wide at one dimension. We also do not scan anything smaller than 11 x 17 inches in size. This is the same size as a Tabloid sheet of paper.

The photocopiers in Baker/Berry Library now scan documents. There is no cost for scanning using the copiers. You can email the file(s) to yourself. Most scanning is black & white. However, there are color copier/scanners in the Sherman Art Library and Baker Reserves.

5. We cannot scan any item attached to something else. That includes books, magazines, or journals. Our scanner is a roll type. The item must be able to clear the rollers.
6. We cannot scan any art canvas which is framed, rigid or was created with art materials that smear such as charcoal or watercolor chalk.

7. We can scan items and print them. However, there are separate charges for any item printed. The cost is dependent on size printed. For more information, please ask the Evans Map Room staff or see our *FAQs for Printing in the Evans Map Room*.
8. We can also scan items and burn the images onto a CD or DVD. If you do not provide the CD's, we will charge \$1.00 for each CD burned. The charge for providing a DVD is \$5.00.

Be aware, the higher the resolution of your image, the larger the file. In some cases, the resolution may create a file too large for a CD or emailing.

If you have your own media or can email the file to yourself, there is no charge.