



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.
2. We do not make appointments for scanning. We scan items on a first come, first serve basis.
3. 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.
4. If you are not a current student, staff or faculty member, there is a \$2.00 charge for each item scanned.
5. We cannot scan any item attached to something else. That includes books, magazines, or journals. Our scanner is a roll type. The entire 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 which smear such as charcoal or watercolor chalk.

7. We can scan items and print them. However, there are charges for any item printed. Cost is dependent on the size of the item. For more information, please ask one of the Evans Map Room staff.
8. We can also scan items and burn the images onto a CD. If you do not provide the CD's, we will charge \$1.00 for each CD burned. Be aware, the higher the resolution, the larger the file. In some cases, the resolution may create a file too large for a CD.

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