



Dartmouth College Library HANOVER, NEW HAMPSHIRE 03755
Evans Map Room, 2nd Level, 6025 Berry Library

Scanning FAQ's for the Evans Map Room

The Evans Map Room is located on the second level of the Berry Library next to the Jones Media Center.

We have a large format, roll 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. If you are not a current student, staff or faculty member, there is a \$2.00 charge for each item scanned.
4. We do restrict the size of any item scanned. We cannot scan any item larger than 42 inches wide at one dimension. We also do not scan anything smaller than Tabloid size (11 x 17 inches).

The copiers in the libraries are also scanners. They can scan any document up to Tabloid size (11 x 17 inches).

5. There is a maximum width of 3/8 of an inch for any scanned item. Items thicker than 3/8 of an inch will not roll through our scanner.
6. 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.
7. We can scan items and print them. However, there are charges for any item printed. Cost is dependent on the size. For more information, please ask the Evans Map Room staff or see our Map Room Printing FAQs.
8. We can also scan items and burn the images unto a CD or DVD. If you do not provide the media, we will charge \$1.00 for each CD burned or \$5.00 for a DVD. Be aware, the higher the resolution, the larger the file. In some cases, the resolution may create a file too large for a single CD.

If you have your own media or can email the file to yourself, there is no charge. There is a limit to the file size when emailing. It is approximately 40MB.

If you have other questions, please contact the Evans Map Room at (603) 646-2579 or email us at map.room@dartmouth.edu.