

## Digital Image Request Form

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Name:	Date:
Address:	
Email:	Phone:
Affiliation (check one): <input type="checkbox"/> Dartmouth <input type="checkbox"/> Non-Dartmouth	
Chart String (College Only):	
Date Needed By:	

### Image List (one item per line)

If you know the resolution, file type and size you need, please list them with each image.

Image Description	Resolution	File Type	Size

Staff Notes:

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*Over*

<b>Patron Information</b>
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- Requests are usually filled in ten (10) working days.
- Copyright clearances are assumed by the patron.
- In all situations, please use the credit line “Courtesy Dartmouth Libraries.”
- Our permissions policy: [https://www.dartmouth.edu/library/rauner/research/publication\\_permission.html](https://www.dartmouth.edu/library/rauner/research/publication_permission.html)
- An invoice will be sent after your order is completed.

<b>Pricing</b>
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- Dartmouth Affiliated (Students, Faculty, Staff, Alumni) and Federal Government: \$5.00 per image
- Non-Dartmouth Users: \$20.00 per image

<b>Standard Scanning Specifications for Typical Uses</b>
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- Print: 300ppi, tiff, scaled to 3000px on the long side or 100% of original (whichever is larger)
- Web: 1200px on long side, jpg
- Presentation (PowerPoint, etc): 2000px on long side, jpg
- Movie SD: 2000px on long side, jpg
- Movie HD: 4000px on long side, jpg