

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	
College Department (College Only):	
Chart String (College Only):	

Date Needed By:

Check each use type that applies:

Print Web Presentation Movie SD Movie HD Other

If **Other** please detail: _____

Image List (one item per line)

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

Image Description	Resolution	File Type	Size

Staff Notes:

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Patron Information

- Requests are usually filled in ten (10) working days.
- Copyright clearances are assumed by the patron.
- Publication or reproduction requires the written permission of Special Collections and may also require permission of the photographer.
- Our permissions form: www.dartmouth.edu/~library/rauner/docs/pdf/PERMISS.pdf
- An invoice will be sent after your order is completed.

Pricing

- Dartmouth Affiliated (Students, Faculty, Staff, Alumni) and Federal Government: \$5.00 per image
- Non-Dartmouth Users: \$20.00 per image
- Non-Dartmouth Fee for Shipping & Handling (delivery on disc – CD, DVD): \$5.00 per order
- A commercial use fee may apply.

Standard Scanning Specifications for Typical Uses

- **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