

**New Westminster Public Library**  
*Scanning – Order Form*

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Photographs – Description (accession number, subject): \_\_\_\_\_

**Quality and File Type:**

JPEG	(standard 300 dpi)	_____
JPEG	(high resolution 600-1200 dpi for higher quality images)	_____
TIFF	(very large image format)	_____

**Transmission method:**

Burned to CD and mailed	_____
Burned to CD and picked up	_____
Emailed	_____

**For crediting purpose, how will scans be used?**

**Please note:** Any reproduction must be accompanied by a photo credit stating "Courtesy of the New Westminster Public Library"

- **Date Required:** \_\_\_\_\_
- **Cost** \_\_\_\_\_
- **Payment in person can be made by cheque, cash or credit card.**
- **If this form is mailed please attach a cheque (do not include cash or credit card details).**
- **Mailing address:** Reference Department, New Westminster Library, 716 – 6<sup>th</sup> Ave., New Westminster, BC V3M 2B3
- **Pre-payment received (please tick):** Cheque \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_ **see JoAnn Obrand in Circulation or phone her at: 604-515-3765**

Customer's Signature: \_\_\_\_\_

Staff's Initials \_\_\_\_\_

**To be completed by LA**

Completion Date: \_\_\_\_\_  
Added to Permission Record: \_\_\_\_\_

<b>Charges:</b> \$10.00 for first file \$5.00 for each additional file \$2.00 for CD/DVD
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