

New Westminster Public Library
Scanning – Order Form

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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 – 6th 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: _____

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