

Application for Duplication of Closed Collection Materials

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Researcher Name (please print): _____

Collection Name & Number: _____

Book Title & Call Number: _____

Box #	Folder #	Series & Folder Title	Description of Item/Book Pages to Copy	Date of Item	Pages
TOTAL					

Type of Duplication

Photocopy

- B&W
- Color

Document Scan

- B&W
- Color

Audio

- Audiocassette to audiocassette, standard
- Audiocassette to CD
- CD to CD

Video

- VHS to VHS
- VHS to DVD
- DVD to DVD

Image Scan (complete specifics below)

Size (e.g. 4x5, 8x10): _____

Scan Type: Color Grayscale

DPI (Dots Per Inch): _____

File Format: TIFF JPEG Other _____

Special Instructions: _____

Intended usage: _____

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