

VRC Digital Image Capture Request

Please print legibly and complete as many blanks as possible. Please use a different image capture request form for each different image source.

Order Number: <i>for VRC Staff only</i>	Date Needed: []	Professor Name: []
Total # of images: []	Date Submitted: []	Contact Information: Phone [] eMail []
Check all that apply: <input type="checkbox"/> Digital copystand photography <input type="checkbox"/> Flatbed scan <input type="checkbox"/> Slide scan (dry)	Source, or Student Name: []	

Image Description (please fill out one section below for each image to be digitized)

For each image, please provide at least the minimal metadata that includes artist name, title of work, and source page #.

Artist Name: []	Medium/ Material: []
Title of work, or English and Foreign titles []	Date (s) []
Description, if relevant []	Culture or Art Period []
Requested keywords (for electronic search and access) []	
Page and Plate or Figure number (specified in source material): []	

Artist Name: []	Medium/ Material: []
Title of work (s) []	Date (s) []
Description, if relevant []	Culture or Art Period []
Requested keywords (for electronic search and access) []	
Page and Plate or Figure number (specified in source material): []	

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