# BUNTING VISUAL RESOURCES LIBRARY
## DIGITAL REQUESTS FROM PRINTED SOURCES

Faculty members selecting images in books or other sources for possible addition to the visual resources collection should complete this form and submit it with the source material to the director of the Bunting Visual Resources Library.   Please submit this form and the printed source to the circulation desk.  BVRL requires at least one week to digitize and process each group of 20 images from a printed source.

The director reserves the right to deny requests for slides or digital images due to budget constraints, poor quality of source material and/or collection imbalance.

**Date:** _____  **Date Needed:** _____

**For use in the following course(s):** _____

**Requested by:** _____  **Email:** _____

**Number of images requested:** _____

**Size of image requested:**

_____ **Thumbnails (120 pixels long)**
_____ **Presentation (768 pixels long)**
_____ **WebCT format (includes thumbnails and coding)**

**Source Call Number:** _____

**Source Author & Title:** _____

| Page/Figure Number | Page/Figure Number | | Page/Figure Number | Page/Figure Number |
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**Please use an additional sheet for each group of 20 images.**