

Reproduction Request Form

Name:

Date:

Email:

Augustana Student: Augustana Faculty/Staff: Other:

Please list materials requested below. Attach additional sheets if necessary. If an item has already been scanned, a copy will be provided at no charge. Otherwise, a reasonable fee may be charged at the discretion of the Special Collections Librarian. Fees will be communicated and must be received prior to any scanning work taking place.

Photographs from Augustana Photograph Collection

Photo ID #	Description (if available)	# of Images
TOTAL # OF IMAGES REQUESTED		

Photographs or Non-Photograph Items from Manuscript Collections

MSS #	Box #	Folder #/Folder Title	Description of item	# of Images
TOTAL # OF IMAGES REQUESTED				

Items from Vertical Files

Vertical File Title	Description of Item	# of Pages
TOTAL # OF PAGES REQUESTED		

Items from Book Collections

Call #	Title	Vol./Issue	Page #'s
TOTAL # OF PAGES REQUESTED			

Staff Use Only (initial & date):

Scanning complete:

Files saved to Spec. Coll. Drive:

Request form scanned:

Delivered to patron:

Augustana College

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