PHOTOGRAPH SCANNING ORDER FORM - Carnegie Branch Library for Local History

1125 Pine Street, Boulder, CO 80302 (303-441-3110) (fax 720-406-7452)

Please see our website for our photo order policy. http://boulderlibrary.org/carnegie/photo_requests.html

Call & Photo Numbers or description **BHS photos are indicated by an ***	dpi	jpeg or tiff	Email or on a CD	Other instructions

( ) Additional photos listed on reverse side.

Regular scans are available as jpegs or tiffs at 600 dpi. Custom scans in color or larger than 600dpi TIF or JPG scans are available at $25 per scan. Fifteen 8x10 images or forty 3x6 images (600 dpi TIFFs) will fill an 80 minute CD. The CD *MUST* be supplied by the library.

These photographs will be for (please circle): Personal Use Research Educational Purpose Publication Commercial Reproduction Commercial Display

State **specific purpose** for which photographs are requested (give details):

_____

By initialing and signing my name below, **I agree to the following**:

_____ The photographs will be used only once and only for the above stated purpose.

_____ Written permission must be obtained from the library, before these photographs are used for any other purpose in the future.

_____ Any Boulder Historical Society (BHS) photos used for other than personal use, will require a BHS Use Fee Form.

_____ If the photographs are used commercially, are on display in a commercial establishment, or printed in a publication, the proper credit line will be placed underneath each photo:
Carnegie Branch Library for Local History, Boulder Historical Society Collection
[Underneath all photos listed above that are preceded by an asterisk *.]
Carnegie Branch Library for Local History, Boulder, CO.
[Underneath all photos listed above with no asterisk *.]

_____ Copies of photographs ordered from this institution will **not** be sold, copied, deposited, or placed on file in any other archive, library, museum, or similar repository.

_____ A complimentary copy of any book or film will be supplied to the library if requested by staff. Circle: Yes No

Signature _____Date Order Received_____

Name *(print)*_____ Telephone _____

Organization _____ Email _____

Address _____

Fees: 600 dpi or less $10.00 x _____ = $_____

Special orders $25.00 x _____= $_____

Library CD $4.00 x _____ = $_____

Rush (M-F) (double the normal scan fee) $_____

Mailing fee ($2.50 minimum) $_____

Total (Payable to Boulder Public Library) $_____

Order ready by 3 p.m., 1 week from Order Date, on:

_____
For orders of 1-5 photos only

Rush order completed by 3 p.m. of 3rd business day on:

_____

BHS Use Fee (Payable to Boulder Historical Society) $_____

Call & Photo Numbers or description (BHS photos are indicated by an *)	**dpi**	**jpeg or tiff**	**Email or on a CD**	**Other instructions**

Please see our website for specific information regarding photo order policies.

http://boulderlibrary.org/carnegie/photo_requests.html

Unless asked to do otherwise, the Carnegie will **scan and burn** as **600 dpi TIFF** files, and will **email** as **600 dpi JPEG** files. If you wish, you can later save these images in a different format (change a TIFF to a JPEG) or save at a lower resolution.

Choosing a Resolution (dpi) and Format (jpeg or tiff)

Resolution is expressed in dots per inch (dpi) which refers to the number of dots (pixels) found in every inch of an image.

Typical recommended file sizes:

For use on a WEB PAGE	72 dpi JPEG (It must have a watermark.)
For printing on a PHOTO PRINTER	150-200 dpi JPEG or TIFF
For use by a COMMERCIAL PRINTER	200-300 dpi TIFF
All LINEART (maps, written words) to be used for any purpose	1,200 dpi JPEG or TIFF

JPEG files are "compressed" (less information or detail) and much smaller than TIFF files. The most important fact to know about the difference between these two formats is that *every time you alter (change contrast, crop, etc.) and save a JPEG file in your photo editing program, the picture quality degrades*. But, the solution to this degradation problem is easy. When you save a JPEG photo to your computer or a CD, save it as a TIFF file, and do your editing. When you are done editing, you can then save it as a JPEG file.