Photographic Services Request Form

Requestor Name (please print clearly) ____________________________ Date __________

Address ______________________________________________________ Phone __________

Book, journal or collection title (use separate form for each) ____________________________

Call Number _________________ Year of Publication ____________ Volume # _________

HMD Photography Policy, Schedule and Charges

Onsite photography of HMD material is done by the approved photographer at the discretion of the HMD Conservation Librarian. The photographer visits HMD at least once a month. Patrons make billing and shipping arrangements directly with the photographer.

<table>
<thead>
<tr>
<th>Page/Plate Number (identify image clearly)</th>
<th>Format (color print, slide, b&amp;w neg., etc)</th>
<th>Size</th>
<th>Quantity</th>
</tr>
</thead>
</table>

Special Instructions:

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Signature __________________________________________ Date __________