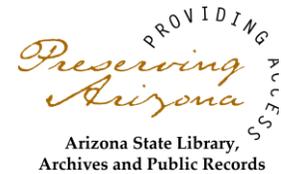




**ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS**

JOAN CLARK, STATE LIBRARIAN & DIRECTOR



RECORDS MANAGEMENT

MELANIE STURGEON
Director

Preservation Imaging Scanning Request Form

Requestor's Information	
Name:	Requested Date:
Address:	Expected Completion Date:
Phone:	Email:

Original Type		
	Paper	Microfilm
Number of	Pages: _____ (sing, double side)	Rolls: _____
Size	<input type="checkbox"/> 8.5 x 11 <input type="checkbox"/> 12 x 17 <input type="checkbox"/> 17 x 24 <input type="checkbox"/> Other: _____	<input type="checkbox"/> 16 mm <input type="checkbox"/> 35 mm <input type="checkbox"/> Master <input type="checkbox"/> Diazo
Condition	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Fragile	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Fragile
Loose/Bound	<input type="checkbox"/> Loose <input type="checkbox"/> Bound <input type="checkbox"/> Book <input type="checkbox"/> Other: _____	If the images are filmed in double pages, do you want two pages per file or one page per file? <input type="checkbox"/> One page <input type="checkbox"/> Two pages
Content	<input type="checkbox"/> Pictures (color, b/w) <input type="checkbox"/> Text (color, b/w) <input type="checkbox"/> Other: _____	Description/size of content (if known): _____ _____
Document preparation	<input type="checkbox"/> Done by customer <input type="checkbox"/> Done by RMC staff	

RECORDS MANAGEMENT CENTER

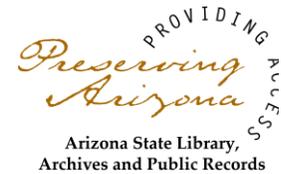
1919 West Jefferson Street • Phoenix, Arizona 85009 • Home Page: <http://www.azlibrary.gov/records>
 Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: records@azlibrary.gov

An Equal Opportunity Employer



ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS

JOAN CLARK, STATE LIBRARIAN & DIRECTOR



RECORDS MANAGEMENT

MELANIE STURGEON Director

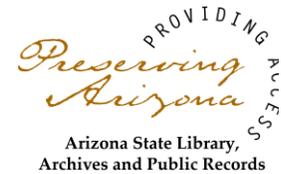
Output/Format	
File name	_____ (i.e., year_month_day, title_001, cityname_001)
File format	<input type="checkbox"/> TIFF <input type="checkbox"/> JPEG* <input type="checkbox"/> PDF
Resolution	<input type="checkbox"/> Black/White: _____ dpi <input type="checkbox"/> Grayscale: _____ dpi <input type="checkbox"/> Color: _____ dpi
Optical Character Recognition (OCR)	<input type="checkbox"/> Yes (PDF only) <input type="checkbox"/> No
File Delivery	<input type="checkbox"/> CDs/DVDs (4GB, 8GB) <input type="checkbox"/> External hard drives (provided by customer)
Shipment Method	<input type="checkbox"/> Customer will pick up <input type="checkbox"/> Ship <input type="checkbox"/> Other: _____

* JPEG is not available for black/white for microfilm digitization.



**ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS**

JOAN CLARK, STATE LIBRARIAN & DIRECTOR



RECORDS MANAGEMENT

**MELANIE STURGEON
Director**

Scanning Service Price

Service		Unit	Fee
Set-up (B/W or grayscale, TIFF/PDF/JPEG)		Per job	\$25
CD or DVD		Per CD/DVD	\$5
Scanning microfilm to electronic format			
	200-300 dpi	Per roll	\$54.95
	400-600 dpi	Per roll	\$84.95
	OCR (additional per image)	Per image	\$0.02
	Index (additional per image)	Per image	\$0.02
Scanning paper to electronic format			
	300 dpi	Per image	\$0.08
	600 dpi	Per image	\$0.10
	OCR (additional per image)	Per image	\$0.02
	Index (additional per image)	Per image	\$0.02
	Destruction of paper records (if requested by customer)	Per box	\$3.00
Shipping and Handling via USPS (will use FedEx for over 5 rolls) **			
	1 – 4 rolls	Per package	\$5
	5 – 10 rolls	Per package	\$10
	11 – 15 rolls	Per package	\$15
	16 – 20 rolls	Per package	\$20

** We will let you know the shipping and handling for over 20 rolls.

RECORDS MANAGEMENT CENTER

1919 West Jefferson Street • Phoenix, Arizona 85009 • Home Page: <http://www.azlibrary.gov/records>
Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: records@azlibrary.gov

An Equal Opportunity Employer