



Visual Resource Center

VA 201
909-537-5810
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Monday 8:30 – 5:00
Tuesday 8:30 – 5:00
Wednesday 10:30 – 7:00
Thursday 8:30 – 5:00
Friday 8:30 – 5:00

Digital Image Production Request

Name		Today's date	
Email		Office/Contact Phone	
Date needed		Associated courses	

Source Information

Original format: ___ CSUSB slides ___ personal slides ___ book

Desired output: ___ Print format ___ PowerPoint ___ Other digital use: _____

Total number of images: _____

If copy photography:

Author
Title
Call Number (if applicable)

Desired method of delivery:

___ flash drive (provided by client)

___ email delivery (only for small image batches or file sizes)

___ burned to disk

The usual turn around time for scanned images is two weeks. During extremely busy times or if the request is unusually large, turn around time may be longer.

The Visual Resource Center is not responsible for the end use of the digital images provided. The Visual Resource Center is providing this service to me with the understanding that I intend to use these images for purposes granted to me under the guidelines of the Fair Use Clause.

Signature: _____