

Digitization Request Form

For FIT History of Art faculty only. Please bring completed form to Molly (B642) or Nanja (B650).

Name:	Date submitted:
Material(s) to be digitized*: <i>Include publication info and page numbers if applicable.</i>	
Date needed by:	

Output format:

- ☐ PDF (full page scans)
- ☐ TIFF / JPEG (images only)

Delivery instructions

All images will be added to FITDIL.

- ☐ Email files
- ☐ Send via _____ (e.g. Google Drive, Dropbox)
- ☐ USB drive (provide your own), in your mailbox or office (circle one).

Returning of originals

- ☐ Return to you
- ☐ Return to library
- ☐ Other, specify: _____

Special instructions or notes:

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Staff use only

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