DIGITAL ORDER

Today's Date_____ Date Needed (be specific)_____

See opposite for ordering timelines.

Professor_____ Course Number_____

Email and Phone Number _____

Author_____ No. of Images Requested_____

Title _____

Call Number &/or Source of Item _____

Page or Plate # *(list each shot separately)*	**Notes** *(e.g., additional cataloging information)*

DIGITAL IMAGE ORDERING TIMELINE

25 images = 10 working days

50 images = 20 working days

75 images = 30 working days

100 images = 40 working days

and so on

orders of in-between amounts will be rounded up to the next batch size (e.g., 30 images would take 20 working days)

~~~~~~

FOR STAFF USE ONLY

Image Source Field:

_____

_____

_____

Folder Name:

_____

_____

SoAIRR

☐ batch raw → croptiffs

☐ added to SlideImages

☐ images/records edited

☐ derivatives made

☐ images uploaded

☐ verify in soaMDID

SoAIL

☐ accession #s assigned

☐ raw image processing

☐ fully cataloged

☐ metadata exported

Notes:_____

_____

_____
~~~~~~