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 separately)*	**Notes**	**Page or Plate #** *(list each separately)*	**Notes**

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FOR STAFF USE ONLY

Issue Tracking #: _____

Image Source Field:

Folder Name:

SoAIL

- ☐ accession #s assigned
- ☐ raw image processing
- ☐ fully cataloged
- ☐ metadata exported
- ☐ move image folders

SoAIRR

- ☐ batch raw ➔ croptiffs
- ☐ added to SlideImages
- ☐ images/records edited
- ☐ derivatives made
- ☐ images uploaded
- ☐ verify in soaMDID

Notes:

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DIGITAL IMAGE ORDERING TIMELINE

Clear Form

Submit Form

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)

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Page or Plate # *(list each separately)*	**Notes**	**Page or Plate #** *(list each separately)*	**Notes**

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ADDITIONAL NOTES ABOUT THIS ORDER: