

## Digital Image Order Form

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### IMAGES ARE TO BE USED FOR:

PERSONAL COLLECTION    PUBLIC DISPLAY    PUBLICATION    RESEARCH

Please describe intended use of materials:

### Requested Image Files

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Identifier numbers can be found under the images themselves or in the “Librarian’s View” part of the record in the 900 field and are in this format style, CCL-HIS-2016-0101. If you wish more than 6 images please include an attachment with those numbers as part of your request.

#### DELIVERY

Once your request has been approved and processed the images will be sent via secure email. Normal delivery and processing of your request is 5-10 business days. Large or complex orders may take longer.

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Customer Signature: \_\_\_\_\_ Date \_\_\_\_\_

Please email the completed form to: [LibraryDigitalCollection@scottsdaleaz.gov](mailto:LibraryDigitalCollection@scottsdaleaz.gov) or mail to:

**Digital Collection / Tech Services**  
**Scottsdale Public Library**  
**3839 N. Drinkwater Blvd.**  
**P.O. Box 1000**  
**Scottsdale, AZ 85252 - 1000**

**Scottsdale Public Library Staff Only-**

**Date Application Accepted:** \_\_\_\_\_

**Date Materials Supplied:** \_\_\_\_\_

**Authorized Library Signature:**

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_