

Pontifical Institute of Mediaeval Studies Library

Scanning Request Form

For a trial period the PIMS Library will provide full-colour scanning service for most of its collection. This requires that scans be sent to the patron's email address as an electronic copy. The electronic copy should arrive within 24 hours of request (with the exception of weekends and holidays). This service adheres to the Copyright Act guidelines:

IV. Document Delivery

18. This policy on document delivery applies to copies made by the university library from Published Works for a patron of the library.

Electronic Copies

21. A single copy may be made in electronic form pursuant to the Copying Guidelines for document delivery for a patron of the university library subject to the following safeguards:

(a) the library has received written confirmation in paper or electronic form from the patron that the patron is a student, staff member or faculty member of [a] university, that the patron requires the copy for research, private study, review or criticism, that the patron will only use that copy for research, private study, review or criticism, and that the patron will not transmit the copy to any third party.

(b) the electronic copy is made available to the patron requesting the copy either by email sent directly to the patron, or from a secure server protected by a technological protection measure that ensures that the copy is only made available to the patron requesting the copy;

(c) the electronic copy is transmitted to the patron requesting the copy in PDF format or a similar format that restricts the copy from being altered by the patron;

PIMS library is not responsible for any undue stress put on one's email from requested image files. Depending on size of request, it may be necessary to batch files into separate emails. This service does not include any post-work on the scanned images, cropping and resizing are left to the patron's discretion (Note: Adobe Reader is required to view PDF files). What may be scanned of the PIMS collection is ultimately at the sole discretion of the librarian.

The cost for this service is 0.25¢/page. Depending on page sizes, scans may include two pages at a time (same cost still applies)

I hereby agree to the terms and conditions above:

Signature: _____

Name (please PRINT legibly) _____

Date _____

Scanning Request Form

Please print legibly.

Any requests for scans of Folio-size books require consent by Librarian prior to payment.

Name: _____

Date: _____

Email: _____

Call Number: _____

Title (and vol. no. if applicable): _____

Page Range(s): _____

JPG

TIFF

PDF

Further instructions (i.e. if combination of file types per page range):

This section to be completed by Staff Member

Payment required at time of request.

_____ x 0.25¢/pg = \$ _____

Student Monitor: _____ when job complete please check box

Calculate number of email batches required to complete job. **Please remember:** depending on page size 1 scan may equal 2 pages, you will need to consult the book directly before making calculations. Also remember to include 2 extra scans to first batch for title page and verso (these are free).

If B/W (i.e. NO Color images) + open book size 8½ x 11 = 25–30 scans

+ open book size 11 x 17 = 10 scans

If Color + open book size 8½ x 11 = 4 or 5 scans

+ open book size 11 x 17 = 2 scans

If larger or smaller, estimate.

Batch 1 number of scans _____, pages _____

Batch 2 number of scans _____, pages _____

Batch 3 number of scans _____, pages _____

Batch 4 number of scans _____, pages _____

Batch 5 number of scans _____, pages _____

Batch 6 number of scans _____, pages _____