

Visual Resource Collection -- Image Order Form

Today's date: _____

Date needed: _____

Ordered by: _____

Course/Lecture/Project: _____

Return Materials to: _____

Image Source *(Please use separate sheet for each source)*

Title & Author: _____

<p>Workflow Checklist (please initial when completed)</p> <p>_____ Images Accessioned</p> <p>_____ Images Scanned</p> <p>_____ Linked to IRIS</p> <p>_____ Added to CDM</p>
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<p>TOTAL IMAGES REQUESTED: Digital Images (#) _____ Slides (#) _____</p>

<p>Page/Plate number <i>or position on page</i></p>	<p>Notes / Special Instructions <i>Please note additional instructions for scanning, metadata capture, etc.</i></p>