

Hawaii State Archives – Scan Order Service

Instructions:

1.

Print Form

Hawaii State Archives – Scan Order Service

Requester's Name (Print): _____ Tel No. _____

Address: _____

Email: _____ When Ready Contact By: _____

IMPORTANT: Please refer to fee schedule for resolution and size limitations. Adjustments to the scanned image are very minimal and may or may not reflect the original exactly. The format output is a JPEG file. **All orders are final upon payment, and no refunds will be issued.**

1. Personal Information – Please completely fill out the following sections

- a. **Requestor** - person who is requesting the service
- b. **Tel No.** - please include area code
- c. **Address** - mailing address of person requesting the service
- d. **Email** - email address of person requesting the service
- e. **Contact By** - preferred method of contacting the requestor when order is completed

2.

	Print Call Number	Caption/ Description	Photographer Credited	Size of Original	Resolution
1.					
2.					
3.					

2. Service Information – Please ask staff for assistance when filling out the following sections

- a. **Print Call Number** – generally the box and folder number of where the print was found (this should be filled out and/or finalized by staff)
- b. **Caption/Description** – title and/or information found on the print, or description of the print
- c. **Photographer Credited** – if known, the photographer who took the print that is being scanned
- d. **Size of Original** – the physical size of the print that is being scanned (width X height)
- e. **Resolution** – the setting at which the item is to be scanned (standard service is 600 PPI)
- f. **Special Instructions** – any notes to the staff regarding the order, i.e. want prints to be scanned in color, etc.

3.

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I have read the above and assume the responsibility to resolve any questions of copyright or right to privacy that may arise in the use of materials reproduced from the Archives Collection.

Signature: _____ Date: _____

3. Confirmation – Please read the note on copyright. By signing the form you are agreeing that the information given is correct and the order can be processed, along with accepting responsibility to resolve any questions of copyright or right to privacy that may arise in the use of the materials that is reproduced by the Archives.
 - a. **Signature** – you must print then sign the form
 - b. **Date** – today's date