

Image Request Cover Sheet

Requestor:	Date submitted:
Email:	Date needed:

Request is for:

<input type="checkbox"/> Digital images from print source <input type="checkbox"/> Slides from print source <input type="checkbox"/> Digital images from ICL slides <input type="checkbox"/> Digital images from personal slides	
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Images needed for:

<input type="checkbox"/> Specific course (specify):
<input type="checkbox"/> General collection development
<input type="checkbox"/> Off-campus lecture/presentation

<h1>A</h1> For Print sources	Source Author:
	Source Title:
	Book belongs to: <input type="checkbox"/> UMass Libraries Call # _____ <input type="checkbox"/> Five Colleges Libraries (School: _____) Call # _____
	Source is: <input type="checkbox"/> with requestor <input type="checkbox"/> in library <input type="checkbox"/> delivered to ICL <input type="checkbox"/> other (_____)
	Return source to: <input type="checkbox"/> requestor <input type="checkbox"/> library <input type="checkbox"/> other (_____)

<h1>B</h1> For Slide sources	Source slides are: <input type="checkbox"/> currently filed (attach list or photocopy) <input type="checkbox"/> submitted with order
	Slides belong to: <input type="checkbox"/> Image Collection Library <input type="checkbox"/> Requestor <input type="checkbox"/> Other (_____)
	Return slides to: : <input type="checkbox"/> Image Collection Library <input type="checkbox"/> Requestor <input type="checkbox"/> Other (_____)

ICL Use only

Order received by: _____	Date completed _____
Source materials: <input type="checkbox"/> Pulled <input type="checkbox"/> With order <input type="checkbox"/> Need ILL request <input type="checkbox"/> ILL requested (date: _____)	

Number of images requested: _____	Order number: _____
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