

Yale University Library Map Collection Digital Imaging and Printing Policy

The Yale Map Collection (YMC) provides digital images and prints to patrons within the following policy as of 03/01/2008:

Scans:

- Digital imagery must be requested in writing. Use the form on the opposite side of this sheet to submit a request. Requests that are not signed below will not be processed. The YMC will only digitize cartographic materials such as maps and architectural drawings. A maximum of 10 images can be requested at one time. One order will be finished within 10 business days, at which time another order can be submitted if needed.
- The charge for scans on the Colortrac sheet-fed scanner and digital camera is a flat fee of \$10.00 per scan for flat sheets no matter the size of the item. Flat sheets will be scanned at 400 ppi on the Colortrac and 400 ppi on the camera (for maps 30" X 40" or less). Atlas maps are digitized either on the Epson flatbed scanner (up to 11' X 17') or camera at the cost of \$10.00 per image. A 6% tax is charged for in-state requests paid via cash or check. No tax is charged for requests shipped out-of-state or requests paid via PATEO. A shipping and handling fee for mailed media will be added and determined based on the location it is shipped to.
- Payment options include cash, check, or PATEO transfer. Scans are distributed on CD-R or DVD-R media. Scans will not be distributed until payment is made. If payment is made via PATEO, scans can be distributed once the PATEO number is obtained. It is the responsibility of the patron requesting scans to provide the YMC with the PATEO account number.
- Scans will be provided in TIFF format only. The YMC will not perform any further manipulations of the original TIFF images for the patron such as format conversion, compression, re-sizing, re-sampling, clipping, touch-ups, etc. Distributed images that are corrupted will be replaced at no charge. The original disk must be brought or sent back if the requestor is seeking a replacement. The YMC recommends that patrons have access to a computer with a minimum 1 GHz processing speed and at least 500 MB or RAM before placing an order as cartographic scans can average about 300 MB in size. Images that can't be opened due to inadequate computer specs will not be refunded. Images will not be distributed via e-mail or ftp.

Prints:

- Prints must be requested in writing. Use the form on the opposite side of this sheet to submit a request. Requests that are not signed below will not be processed. The YMC will only print cartographic materials such as maps and architectural drawings. A maximum of 3 prints can be requested at one time. One order will be finished within 10 business days, at which time another order can be submitted if needed.
- A print will be charged according to the following formula: \$0.02 per square inch at 300 dpi, \$0.04 per square inch at 400 dpi, and \$0.06 per square inch at 1200 dpi. The print border is included in the dimensions. A 6% tax is charged for in-state request paid via cash or check. No tax is charged for requests shipped out-of-state or requests paid via PATEO. A shipping and handling fee is assessed according to the location it will be shipped to (shipped in map tube). If a reproduction is requested, the patron must pay for both the scan and print.
- Payment options include cash, check, or PATEO transfer. Prints are distributed on heavy coated paper (max width 42"). Prints will not be distributed until payment is made. If payment is made via PATEO, prints can be distributed once the PATEO number is obtained. It is the responsibility of the patron requesting prints to provide the YMC with the PATEO account number.
- Prints will be provided in color (CMYK) from the HP Designjet 800PS printer.

I, the undersigned, have read and understand this policy.

Signature: _____

Date: _____

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Name (first and last): _____ E-mail: _____ Department: _____

Address: _____ Request Date & Time (YYYYMMDD TT:TT): _____

Call Number	Map Title	Digital Image (check)	Print (check)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

Special instructions: _____

Staff Section:

Completed images DTG: _____ Initials: _____ Imaging Device: _____

Completed print DTG: _____ Initials: _____ Print Device: _____

Completed burn DTG: _____ Initials: _____ Media: _____

Notify DTG: _____ Notify initials: _____

Distribution DTG: _____ Initials: _____ Amount: _____ Payment Method: _____