



THE UNIVERSITY OF  
MELBOURNE

## UNIVERSITY OF MELBOURNE ARCHIVES

# DIGITISATION REQUEST FORM

### Instructions

1. Submit the completed form (both sides) and the Digitisation Item Form to the Reading Room, Level 3, Baillieu Library or via email to [archives@archives.unimelb.edu.au](mailto:archives@archives.unimelb.edu.au)
2. When your request has been approved, you will be notified via email and directed to make payment online.
3. The University Digitisation Centre (UDC) will contact you with instructions for retrieving the digitised images.

## 1. REQUESTOR DETAILS

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Address:			
Phone:		Email:	

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Select the relevant option(s) from the list below. **You are responsible for complying with copyright** including seeking the consent of the copyright owner where necessary. See website links for additional information.

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### 3. REPRODUCTION DETAILS:

Format required: PDF  TIFF  JPEG  Other:

Include Inscription: Yes  No

Image Resolution: 300dpi  600dpi  Other:

REASON FOR REQUESTING REPRODUCTIONS:

Research or study  (*continue to section 5*)

Publishing or exhibiting material  (*please complete section 4*)

### 4. PROPOSED USE OF MATERIAL (*complete applicable ONLY if intending to publish or exhibit*)

Type of use (book, exhibit, website etc.):			
Title:			
Creator/Author/Curator:			
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Print run or expected audience size:			
Date of publication or opening:		Date of closing:	

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Signature:  Date:

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