ORDERING SLIDES AND DIGITAL IMAGES

Digital images and/or slides may be ordered by members of the Department of Art & Archaeology for personal use or for inclusion in the Visual Resources Collection. Slides and digital images ordered for the collection will be processed free of charge. For slides and digital images ordered for personal or publication use, please consult a Visual Resources Collection staff member for information on price and ordering policy. With advance notice, commercial slides from vendors or museums may also be available. Please consult a staff member for further information.

- Allow three weeks when ordering images. Digital images will be made available in two weeks when possible.
- Check the slide collection before ordering new slides; check the Almagest database (http://etcweb.princeton.edu/almagest3/) before ordering new digital images. Duplicate slides and digital images may be subject to charge as a personal order.
- Locate the book in Marquand Library from which you would like the images shot (if you are not using your own book). If you are requesting images from a book not held by Marquand, please bring the book and your order directly to the Visual Resources Collection in McCormick 207.
- The Copystand Photography Request/Order Form is available in the Visual Resources Collection, at Marquand Library, or on the Visual Resources web site (http://www.princeton.edu/~visres/) in the forms section.

The following information is needed on the Copystand Photography Request/Order if images are to be added to the collection:
- Name and contact information
- If digital image(s), course number and, if known, lecture number
- Artist/architect
- Title of work
- Date of work
- Site or Repository and City where work is located
- Any other pertinent information for cataloging

- Leave the book with completed order form with a library staff member at the front desk in Marquand Library. Notify the Visual Resources Collection staff (8-3776) that the order is ready to be picked up.

If you are not a member of the Department of Art and Archaeology and wish to place an order from a Marquand book, please contact John Blazejewski (johnblaz@princeton.edu, 8-2465) in the Index of Christian Art.