



Hargrett Rare Book & Manuscript Library  
 University of Georgia Libraries  
 Russell Special Collections Building  
 300 South Hull Street  
 Athens, GA 30602  
 PHONE: 706-542-7123  
 FAX: 706-542-0672

Advance payment is required for all scanning requests. For further details, see instructions and policies listed below.

Clear this form

## SCANNING REQUEST FORM

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1. Please type, sign and submit all request forms via fax, U.S. mail or in-person. Please do **not** reduce form size.
2. Be specific – Complete all request forms in their entirety.
3. Please sign – You will be asked to sign and resubmit unsigned request forms.
4. Handwritten, illegible, incomplete and/or unsigned request forms may be delayed or returned.
5. **Scanning requests must be paid for in advance. Please do not send money with your scanning request form. You will be notified by Ms. Mary Linnemann ([linneman@uga.edu](mailto:linneman@uga.edu)) of the amount due. Your request will not be processed until a credit card payment, check or money order is received.**
6. **After receipt of advance payment, scanning requests can take two weeks or longer to process.**
7. **A RUSH FEE will be applied to all requests needed within three working days of receipt of the request form and advance payment by the Library. A Rush order fee is double the regular price of a normal request.**

### PATRON CONTACT INFORMATION

Name/Title \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_ Street

\_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_

Telephone \_\_\_\_\_

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Call Number/ Manuscript Number	Title	Quantity	Special Instructions

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- Pick-up at **Circulation Desk-Access Services, Main Library, 1<sup>st</sup> Floor**
- Mail to address on the reverse side

**Date needed:** \_\_\_\_\_

*See page 1 conditions and policies*

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