

VRC WORK REQUEST ORDER FORM

Today's date: _____

Date needed: _____

Course: AH _____ Course: FA _____ Course: other _____

Please circle requestor below:

BVB Bjelajac Brown Dumbadze Jacks Kessmann Natif Obler Ozdogan Rigg Robinson Sethi Sham

Other requestor _____ email _____

Source artist/subject/author: _____

Source title: _____

Source alternate: _____

Please circle work below:

PPT images MDID images PDF BB Web Slide collection Other work/ images

Notes:

staff use only - file count:

dng/tif _____

jpg _____

pdf pages _____

other _____

total _____

below staff use only:

MDID cataloging

Research\$ folder name: _____

MDID Order number: _____

MDID Source number: _____

Date image work completed (staff initials): _____

Date cataloging work completed (staff initials): _____

Date work delivered to requestor (staff initials): _____