



## Haviland-Heidgerd Historical Collection

at Elting Memorial Library

93 Main Street, New Paltz, NY 12561

(845) 255-5030 ext. 3 | [hhec@eltinglibrary.org](mailto:hhec@eltinglibrary.org)

[www.eltinglibrary.org/historical-collection](http://www.eltinglibrary.org/historical-collection)

### Collection Scan/Photocopy Request

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I understand and have discussed with members of the staff that some of the materials I request cannot be scanned/photocopied on site and that I may be charged for any expense in scanning/photocopying these materials.

I am taking my own photographs of items and will abide by the rules set in the Use of Collections.

Collection Title

Description of Items to be Scanned or Copied

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Please turn the form over, read the back and sign.

*Carol A. Johnson – Collections Coordinator    Margaret Stanne – Collection Manager*

*Form last updated July 2021*

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Signature: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Date Sent to Patron: \_\_\_\_\_ Sent via:      Mail      Email