



## Photographic Duplication Services Information and Instructions

- Patron requests material from stacks and identifies image to be shot
- If item is in good condition and can be photographed, Patron completes **\*\*in detail\*\*** the Photographic Services Request form.
- Patron contacts Light Inc. at 301-680-9700 to discuss specifics of the order—including citation for item, type of print, slide or negative desired, the total number of images to be shot, and special instructions, such as inclusion of captions, etc.
- Patron may want to mail or fax a copy of the Photographic Services Request form to Light Inc.
- Patron also gives Light Inc., his or her name, address, and phone number, and makes arrangements for payment and delivery.
- **If this contact is not made and full details of order are not agreed upon, the photo shoot cannot take place and material will be re-shelved.**