**Self–Service Photography Request**

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| **Name:** | **Library Card No:** |
| **Department or address:** | |
| **Contact email / telephone no:** | |

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Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed signature is accepted if form is attached to your email

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**Code** BDC Exeter student BDC Staff/External SC Exeter Student SC Staff/External

**Please complete details of your request overleaf**

**Details of request:**

|  |
| --- |
| **Description of item/s to be photographed:**  **Please include:** author – title - classmark/MS number/item number - date of work - page references [if applicable] |
| **Describe the means by which your copies will be made (e.g. digital camera, etc.):** |
| **Any other details / clarification:** |
| **Please state reason for requesting images:** |