Working With the Digital Collections Image Request Form

The request form is the main way that you will be making formal requests for imaging from Digital Collections (DC). The form can be found by following the “About” link from the DC main page and then the “Image Request Form” link on the About page. You will then be prompted to login with your Pirate ID and password. You may also wish to bookmark the form in your preferred browser: [http://digital.lib.ecu.edu/request/](http://digital.lib.ecu.edu/request/).
To illustrate the basic use of the form, assume that a request needs to be made for the following monograph to be digitized (in this case from the North Carolina Collection). A patron has requested that it be digitized for publication purposes and that they receive a download link for the item once it is digitized. They have asked for it to be done within the next month if possible:

The initial page of the request form asks for basic information about the job, including:

- The name of the staff member completing the request
- Whether the request is for a Special Collections staff pick
- A description of the request
- The date the request is needed
- Offline notes (in this case any special information about the job that DC staff need to know)

Examples for the last three spaces are provided on the right hand side of the form.

In this case, the first page of the form will be filled out in the following way:

Once the first page has been correctly filled out, click the “Next: Add Items Button”
The Item Details page has three tabs at the top that separate the information needed for each kind of item that may be requested (Manuscript Item, Archives/Other Item, and Existing Item). For this request, click the Archives/Other Item tab.

The only required information is the physical location and item title of the requested item. However, you should fill out the form as fully as possible. Our example will look like this:

Note that if you have more than one item to add with the same of the same information, you can check the “remember” box beside the relevant box and it will be repeated for subsequent items added to the request. In addition when adding Collections for an item, you can review the descriptions of the collections if you are unsure of whether they should be included. Click the “Add Item” button when finished. This will take you to the item confirmation page.
On the item confirmation page, review the request and then either click “Review and Finish” if done or “Add More Items” if there are more items that are part of the request. Remember that the data for any boxes that had the “remember” box clicked will be pre-populated on the Add Item page. Repeat as needed until the request is input fully. This will then take you to the “Review Request” page.

On the Review Request page, take a final look at the item(s) in the request and either submit the request, edit the request data if erroneous, or add more items to the request.

Once the request is submitted, you will see a confirmation page letting you know that it went through successfully and will be contacted DC staff soon. Hooray! You’re done!
Manuscript Item Requests

Manuscript item requests are a bit more in-depth but still quite easy. The only difference from a monograph is the depth of data that the requestor needs to provide. In this example, we will make a request for the digitization of a letter from Richard Nixon to Robert Morgan from the Robert Morgan papers (manuscript collection #268) for a staff pick.

The first page of the request form is filled out essentially as the same as in the first example, but making sure that the yes box is checked on the line for “Is this request for a staff pick?”
For this example, we will be using the Manuscript Item tab. Note that the requested data is different than for the first example, and includes things such as the item identifier. Note also that that this item has been marked to be part of the Military History and Politics and Government collections.

Add any additional items if needed, review, and confirm your request as per any other item.

Success!
Existing Item Requests

Requests for images or items that already exist within the repository are exceedingly easy to make. In this example, a patron has asked for a digital copy of page 112 from the Catalogue of Physicians’ Supplies: Including Drugs and Chemicals, Dispensing Supplies distributed by the Detroit Pharmacal Company (http://digital.lib.ecu.edu/23990).

Fill out the first page of the request as usual.
On the Item details page, include the repository URL for the item as it appears in the repository and in the notes field, any other information that may be relevant (in this case the page number within the multi-page item).

Review and confirm your request as per any other item.

Success!