

Maps, Data & Government Information Centre Scanning Service Policy

1. Access to the Large Format Scanner will be offered to currently enrolled Carleton University students, faculty and staff.
2. All materials to be scanned must be from the Carleton Library collection, or have a demonstrated research, instructional or non-commercial purpose.
3. All materials to be scanned must be evaluated as to the condition and suitability so as not to damage the item or the scanner.
4. Scanning will be done by MADGIC staff on every Thursday between 9am – 5pm. Please attach this form to the map(s) that you'd like scan and place it in the scanning box.
5. Files will be stored on our proxy server and an email with a direct link will be sent to the student once the scanning is complete. Students will be able to directly download the files once they've signed the GIS data licence agreement.
6. Scanned maps will be catalogued within 3 weeks of scanning.

Name: _____

CU ID: _____

Email: _____

Format: Tiff JPG PDF

Resolution: 300dpi 600dpi

Call # of Map(s):
