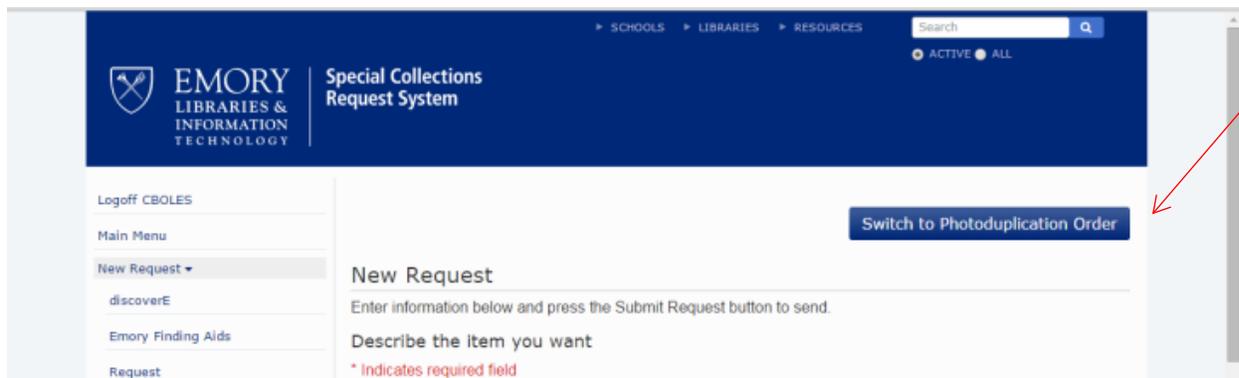


Placing Photoduplication Requests in MARBL

- Start by searching for the book in [Discover-E](#).
- Click on the correct entry (make sure it is in the [Manuscript, Archives, and Rare Book Library Stacks](#)).
- Select the far right tab “Request from MARBL.”
- Click “Request it.” After clicking "Request it" you will be prompted to log in to Emory University's Special Collections Request System. *If you do not already have an account, you must create one. Choose the appropriate Login option for your status, and then click the First Time Users button.
- Click the blue box in the upper right corner that says “Switch to Photoduplication Order”



- In **Inclusive Pages** list the range of pages you are requesting or other information such as “cover,” “table of contents,” “frontispiece,” etc.
- In **Page Count**, list the total number of pages you are requesting. A spread is one page. The front and back of a sheet is two pages.
- Select the desired **Format** and **Shipping** options marked with a *, **Service Level**, and whether you will be publishing this image.
- In **Special Requests/Questions** list any further information such as resolution. We digitize at 400dpi. If you require a higher resolution, there is an extra charge.
- Click **Submit Request** to generate an estimate. To edit your request, simply click on the TN (Transaction Number) hyperlink and select “edit request” from the top of the menu. Once you are done editing click **Submit Request**. If you would like to proceed with placing an order, check the corresponding checkbox(es) and click the **Approve Estimates** button.
- Your order will be sent to us. We will generate an invoice and email you with instructions for payment.