



## Request Form

National Park Service / Harpers Ferry Center  
Collections – Art Resources Management

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Requestor: \_\_\_\_\_

Phone/Extension: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Email: \_\_\_\_\_

Project Name: \_\_\_\_\_

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

PRIORITY LEVEL:  Urgent,  Normal,  Low      Date Needed By: \_\_\_\_\_  
(Check one)

PLEASE RETRIEVE THE FOLLOWING ART

PLEASE SEARCH THE FOLLOWING SUBJECT(S) FOR AVAILABILITY

PROVIDE COPIES OF AVAILABLE SUBJECTS:

SIZE: \_\_\_\_\_ RESOLUTION: \_\_\_\_\_

Descriptive Information to help with retrieval

Description of Art or Subject:

Number of Pieces in Request: \_\_\_\_\_

IMS #: \_\_\_\_\_

Original Exhibit or Graphic #: \_\_\_\_\_

Artist or Company Name: \_\_\_\_\_

Date Art Commissioned: \_\_\_\_\_

Originating Division: \_\_\_\_\_

Original Park or Project Name: \_\_\_\_\_

**PLEASE ATTACH A COPY OF DESIRED IMAGE TO THIS REQUEST IF POSSIBLE**