



History of Science Collections

Scanning Request Form

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Item Requested	Author/Title/Edition: Pages: Check one: <input type="checkbox"/> This is assigned reading for the following class: _____ <input type="checkbox"/> This is not assigned reading for a class. <i>Note: Requests must comply with the library's copyright and fair use policies: that is, no more than 2 chapters or articles, 50 pages, or 20% of any one book or journal volume, whichever comes first.</i>
Please read, sign & date	Items are scanned to pdfs and emailed to you. There is no charge. Scanning is not available on demand. Your request will be placed in a queue and filled when we are able to do so. Staff scan items at certain designated times each weekday, assuming that the scanner is functioning normally. The length of time for your scan to be prepared will depend upon available staff, scanner technical down-time, and the number of pending scan requests. Signature _____ Date _____
To be completed by staff	<input type="checkbox"/> Not approved: <input type="checkbox"/> Item is available elsewhere (in library or online) <input type="checkbox"/> Request is inconsistent with fair use guidelines; <input type="checkbox"/> The condition of the item is inappropriate for scanning (this might be because of any of the following reasons: pages are brittle, fragile or torn; the binding is tight; the book or plates are too large; or the spine of the book might be damaged). <input type="checkbox"/> Approved: <input type="checkbox"/> Expected turnaround time of 24 hours. <input type="checkbox"/> Added to queue with unspecified turnaround time. <p style="text-align: right;">Staff initials:</p> Notes:
Status	Completed by _____ on _____ Followup Comments: