



Course Document Scanning Service Request Form

Instructor: _____

Department: _____ Office Location: _____

Phone Number: _____ E-Mail Address: _____

Course Name/Dept/Number: _____

Semester:

Rush Request: *We will try to accommodate rush requests. It may not always be possible due to workflow. Please indicate, below, the date by which you need the material(s) processed by.*

Rush Request Date: _____

Item(s) to be scanned:

Library-Owned

Personal Copy

Journal: (Name/Year/Issue): _____

Title: _____ Author: _____

Selection to be scanned: _____

Desired Filename: _____

[More Spaces on Page 2]

Copyright guidelines for scanning service:

- Copyright compliance is the responsibility of the faculty member posting the content. For guidance on fair use and when to seek permissions please consult the [Columbia Copyright Advisory Office Fair Use Site](#) and [Asking for Permissions Site](#)
- We will only scan 1 journal article per issue per scanning request
- We will only scan 1 chapter or up to 10% of a book per scanning request
 - Per copyright guidelines, you can post one chapter at a time for the use of your students
 - If you plan to use this method and don't know how to set an availability timeframe in Blackboard, please consult with our Reserves person, or Blackboard Services at x7000
- Access will be limited to the instructors and students registered for the course and will be available via Blackboard only
- Electronic files will be removed from Blackboard when they are no longer used for reserve services
- Persons who violate copyright guidelines will not be able to participate in this service for the rest of the semester and will not receive the request that triggered the violation

I have read and understand my responsibilities for using this scanning service

Signature: _____ Date: _____

Additional Items to be Scanned

[This page may be reproduced multiple times]

Item(s) to be scanned:

Library-Owned

Personal Copy

Journal: (Name/Year/Issue): _____

Title: _____ Author: _____

Selection to be scanned: _____

Desired Filename: _____

Item(s) to be scanned:

Library-Owned

Personal Copy

Journal: (Name/Year/Issue): _____

Title: _____ Author: _____

Selection to be scanned: _____

Desired Filename: _____

Item(s) to be scanned:

Library-Owned

Personal Copy

Journal: (Name/Year/Issue): _____

Title: _____ Author: _____

Selection to be scanned: _____

Desired Filename: _____

Item(s) to be scanned:

Library-Owned

Personal Copy

Journal: (Name/Year/Issue): _____

Title: _____ Author: _____

Selection to be scanned: _____

Desired Filename: _____