

FACULTY SUPPORT & CAMPUS SERVICES

REQUEST FOR COURSE MATERIAL PHOTOCOPYING

Spring 2005

DATE & TIME RECEIVED

Please complete each section marked with $\sqrt{\quad}$

$\sqrt{\quad}$ **USER**

NAME: _____

OFFICE: _____

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$\sqrt{\quad}$ **DATE DUE:** 250 or more pages: Due November 17, 2004 (Spring 2005 Semester)

1-249 pages: Due December 10, 2004 (Spring 2005 Semester)

UNLESS WE ARE INSTRUCTED OTHERWISE,
FACULTY SUPPORT WILL DISTRIBUTE COURSE
MATERIALS.

$\sqrt{\quad}$ **GENERAL COPY INSTRUCTIONS**

of pages in original _____

of students in class _____

Stapled, 50 sheets or fewer only (check one):

YES NO

COURSE NAME: _____

Are you requiring a textbook for your course? Check one:

YES NO

Special Instructions: _____

Note: All copies of course material will be made on 3-holed punched letter-size paper and will be double-sided.

VERY IMPORTANT!

$\sqrt{\quad}$ **COPYRIGHT PERMISSION**

Check any which apply:

Required

Not required

Requested

FACULTY SIGNATURE

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Course # _____ Max. _____ Actual _____ Wait _____

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Please print and fill out completely.

Required (R)/Optional (O)

(R) Professor: _____ (R) Semester: _____

(R) Course Title: _____

(O) ISBN/ISSN: _____

(R) Title of Publication: _____

(R) Publisher: _____

(R) Author/Editor: _____

(O) Chapter/Article Title: _____

(R) Year of Publication: _____

(O) Date of Issue (Periodicals): ____/____/____

(O) Volume: _____ (O) Edition: _____

(R) Number of Sets: _____ (R) Page Numbers: From _____ To _____
From _____ To _____

Preparation of Materials for Photocopying and Check List

- Timely submission of complete, original document(s). Provide good quality, reproducible "ORIGINALS". Please eliminate all black borders.
- Case citations may be given to the Faculty Services Assistant in the Library (662-9136) if you need quality copy for cases.
- All materials need a **one-inch border at the top, bottom, and sides of each sheet**. Tape all sides of cut-and-paste materials to 8 ½ x 11" sheets.
- Paginate** materials before submitting.
- Include a syllabus, index, or cover page with your materials. **Also**, on the cover or front page of course material, please affix copyright information. This information (copyright year, publisher, etc.) is usually found in the beginning of published text.
- Materials requiring copyright permission must be filled out on above form. Please indicate if you already received copyright permission.