*For books, unless requested otherwise, scan will include title page and endnotes (if applicable) for each document.

### REQUESTOR

Name __________________________________________

Date of Request ________________ Date Due ________________

### DOCUMENT

Author or title: __________________________________________

Page or chapter selections: __________________________________________

All pages in one document OR Separate docs. for different sections

### SCANNING

- eMail File to: __________________________________________

### PHOTO COPIES

- Number of Copies ______
  - Stapled
  - Double-sided
  - Single-sided

### NOTES:

Done: Date: ___/___ by: _____ Title: _____________ Sent to: _____________