

**STEP 1:** Fill out completely, one form per article

DATE: \_\_\_\_\_

Name: \_\_\_\_\_ Professor: \_\_\_\_\_ Course #: \_\_\_\_\_

Box #: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Faculty \_\_\_\_\_ Student \_\_\_\_\_ Staff \_\_\_\_\_ Vision &amp; Values \_\_\_\_\_

Date when this item will no longer be useful: \_\_\_\_/\_\_\_\_/\_\_\_\_

ASAP is NOT acceptable. Request will NOT be processed without a date!

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**STEP 2:** Read & sign copyright compliance statement

WARNING CONCERNING COPYRIGHT RESTRICTIONS: The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction not be "used for any purposes other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

I agree to comply with these restrictions. (Failure to sign will cancel your request.)

Signature (full name): \_\_\_\_\_

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**STEP3:** Students --- Get your professor's signature for funding - Your professor's approval must precede or accompany the document request.Professor Signature \_\_\_\_\_

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**STEP 4:** Article Information – Fill out completely or attach citation printout. *YOU MUST INCLUDE THE JOURNAL ISSN.*

Author(s): \_\_\_\_\_

Title of Article: \_\_\_\_\_

Journal Title: \_\_\_\_\_

Date: \_\_\_\_\_ Page #'s \_\_\_\_\_ Volume/Number \_\_\_\_\_

Journal ISSN (8 digit number 0000-0000) \_\_\_\_\_

Where did you locate this citation? \_\_\_\_\_