

# Microfilm & Microfiche Copies - **STUDENTS**

**Please view documents prior to placing an order to ensure that you are only requesting needed pages.**

STAFF USE	
Film__ Fiche__ Pgs__	
Date__ Initials__	
E-mailed__ Printed__	
Amount Charged \$__	

## Fees

- Requests over 30 pages will carry a charge of 5¢ per page, which will be automatically charged to your university account.

## Turnaround Time

- Most requests will be filled within 24 hours.
- For requests between 50–100 pages, please allow 48 hours.
- Requests over 100 pages will be delivered in intervals of 100 pages per week.

## Please Note

- Large files should be saved to the H: drive (not a library computer's C: drive) and deleted from e-mail; these files can clog e-mail mailboxes.

## Publication Information

Title of Publication \_\_\_\_\_

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

Author \_\_\_\_\_

Publication Date \_\_\_\_\_ Volume/Issue \_\_\_\_\_ Page \_\_\_\_\_ to \_\_\_\_\_

AND (IF APPLICABLE)

Document Number: UO \_\_\_\_\_ ED \_\_\_\_\_

GOV DOC \_\_\_\_\_ Other \_\_\_\_\_

## Patron Information

Today's Date \_\_\_\_\_ Phone Number \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

**SRU** E-mail Address \_\_\_\_\_

Name of class and/or instructor \_\_\_\_\_

**Signature:** I understand that my university account will be charged 5 cents/page for orders larger than 30 pages.

## WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17 USC) 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 is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for the purpose 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.