SCAN REQUEST FORM for Instructors

Please attach items you would like scanned. Scanned items will be sent to you in PDF format – please allow one week before the materials are needed. It is your responsibility to upload and remove electronic items.

Return this form to Library Reserves.
Email: documentdelivery@iona.edu

Instructor Name: _________________________________
Department Name: _______________________________
Course Number & Section: _________________________
Semester & Year: ________________________________
Phone: _________________________________________
E-mail: _________________________________________

This waiver must be signed.
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- Articles from journals or newspapers (that are not available online through the Library)
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- Sample tests, lecture notes, assignment sheets, course packets, etc.
- Government and other non-copyrighted documents

What Cannot be Placed on Blackboard Reserves (without gaining copyright permission)?
- Entire books or entire journal issues
- Copyrighted items intended to be “consumed” in the course of teaching (i.e. workbooks, exercises, standardized tests, course packets)
- Items used consecutive semesters

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Please list your items on the second page →
Items to be Scanned for Blackboard
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For CELTIC/Library Use:
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