



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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Name

Date

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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)?

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- 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

If you do not have a Blackboard site for this course, please contact your Blackboard administrator.

Author	Title and Complete Citation (If part of a book, include total page number)	Number of Pages (to insure accuracy)

For CELTIC/Library Use:

Date submitted: _____

Date completed: _____