

Lillian F. & Milford J. Harris Library
Mandel School of Applied Social Sciences
Case Western Reserve University

Faculty LINK/SCAN Request Form

PLEASE PRINT. Do not abbreviate. Allow 5 business days for processing.
Items with an * are REQUIRED.

Name* _____ Daytime Phone*: _____

Address _____ Evening Phone: _____

E-mail*: _____ Status: Faculty _____ Staff _____

Using BlackBoard for this course*: Yes _____ No _____

Course No. & CRN*: _____ Course Name*: _____
(Example: SSBT 540-12112)

Please provide a complete bibliographic citation for each article to be linked. If you are sure there is no link, please attach the articles to be scanned.

Number of attached articles*: _____

NOTE: Proper citations are required. (SEE EXAMPLE BELOW)

NOTE: If we are unable to find an electronic link for an article, you will need to provide copy to scan.

Citation should include:

Author. (Year). Article title. Journal title, volume (issue), pages.

Example:

Liben, L. S. (2003). Continuity and change. Child Development, 74(2), 1-2.

COPYRIGHT CLEARANCE STATEMENT* (Check one)

____ Copyright clearance HAS been obtained (attach documentation).

OR:

This request complies with:

____ U.S. Copyright Law (Title XVII, U.S. Code, 107 (1), (3), and (4)).

SIGN*: _____ **Date*:** _____
Signature (Do NOT Print)

RETURN TO: Lena Ford, Head of Circulation

FOR LIBRARY STAFF USE ONLY:

Request Received Date _____ LINK/SCAN Date _____

File Name _____ Date Emailed: _____

Emailed to: _____ Student Scanner _____