Henry Buhl Library

Article Request Form

STEP 1: Fill out completely, one form per article

DATE: _______________________

Name: ___________________________ Professor: ___________________ Course #: __________

Box #: ______ Phone: ______________ Email: ______________________

Faculty _____ Student _____ Staff _____ Vision & Values _____

Date when you need this article by: ____/____/____

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

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): __________________________________________

STEP 3: Students --- Get your professor’s signature for funding  -  Your professor’s approval must precede or accompany the document request.

Professor Signature __________________________________________

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? __________________________________________________________________________