

School of Humanities Dean's Office

Scanning Request Form

*This service is being offered by the SOH Dean's office during the pandemic while department staff are working remotely.

Please complete this form and email to Colin Andrews andrewsc@uci.edu and Shabnam Malek-Cazares s.malek@uci.edu. Also, attach form to item to be scanned and place in bin located in department mail area. Please allow 5 business days for scanned items to be emailed.

Name: _____

Department: _____

Name of publication to be scanned: _____

Pages to be scanned: _____

Any copyright restrictions? Yes ___ No ___

*Per Fair Use website, scanned pages should be distributed via Course Canvas site and accessible only to students enrolled in the class. Please visit the Fair Use website for details: [Fair use for teaching and research | UC Copyright \(universityofcalifornia.edu\)](#).

Date for when items are needed: _____

Email address: _____

A download link will be sent to this email with the scanned item. Please note the link will be active for 30 days.

Special instructions or comments:

For Dean's office use only:

Date completed and emailed: _____

Scanning completed by: _____