

# IT Services Desk Patron Poster Request

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

**PLEASE NOTE: THE MINIMUM TURNAROUND TIME FOR LARGE FORMAT MATERIALS IS 24 HOURS!!**

DATE NEEDED: \_\_\_\_\_

### WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, US Code) governs the making of photocopies or other reproductions of copyrighted materials.

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 "is not to be used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses a photocopy or reproduction for purpose 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 the copyright law.**

TITLE OF FILE TO BE PRINTED: \_\_\_\_\_

FILE FORMAT: \_\_\_\_\_

PAGES: \_\_\_\_\_ # OF COPIES: \_\_\_\_\_ SIZE: **36** X \_\_\_\_\_

### Staff Use

Received By: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Completed By: \_\_\_\_\_ Date/Time: \_\_\_\_\_

NUMBER OF COPIES: \_\_\_\_\_

### METHOD OF PAYMENT

COST PER COPY: \_\_\_\_\_

\_\_\_\_ ONECARD

\_\_\_\_ TRANSFER VOUCHER

TOTAL \$ \_\_\_\_\_

**(TVs must be presented before a request for copying will be honored)**