

# Library Scanning Service

## AA\_LS\_LS\_65

Responsible Officer  
Shelby Carroll  
Responsible Office  
Library  
Approving Body  
Board of Trustees  
Approval Date  
2019-11  
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2021  
Departmental Impact  
Library

### Policy Statement

The library will scan and email portions of a physical item to any CU student, faculty, or staff member who lives at least 45 minutes from CU.

### Policy Procedures

The scan guidelines are as follows:

1. up to 50 pages of a non-circulating physical item, including periodicals
2. up to 25 pages of microform
3. up to 10% or one chapter (whichever is less) of a circulating physical item

Contact a librarian to fill out a request form. If the item is available, the library will find the item, do the scanning, and email the scans with no cost to the patron. The patron must allow the library 24 hours from the time of the request, not including Saturdays and days closed, to fulfill the request. Exceptions will be made on a case-by-case basis for patrons with disabilities.

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