

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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