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- No more than 10% of one chapter from a book. Percentages are based upon the total number of pages in the volume. Complete books will not be scanned in their entirety for electronic reserves.
- No more than one article from one journal or newspaper title per course.
- No more than one short story, short essay or short poem regardless of collection or anthology.
- No more than one chart, graph, diagram, drawing or picture from a periodical, book, or newspaper.
- Materials placed on reserve for any subsequent semester for the same course/instructor will require copyright permission.

Users of Linscheid Library's reserve system agree that:

- Materials submitted to reserve do not violate U.S. copyright laws.
- Materials are submitted to reserve only for the semester in which the class is taught.
- Patron's library records are strictly confidential; information will not be released.

Signature: _____ Date: _____

My signature verifies that I have read & agree to the copyright guidelines above