

# ONLINE COURSE READINGS – REQUEST TO SCAN DOCUMENTS

date \_\_\_\_\_

INSTRUCTOR NAME:

COURSE NUMBER:

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\_\_\_\_\_

CONTACT E-MAIL:

COURSE TITLE:

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NO DOCUMENTS WILL BE ACCEPTED FOR SCANNING UNLESS THEY ARE ACCOMPANIED BY THIS FORM. MULTIPLE DOCUMENTS FOR THE SAME COURSE ONLY REQUIRE ONE FORM.

The Scanning Service will scan hard copies and make a CD of .pdf files. (Documents will be e-mailed if there are three or fewer.) A notification email will be sent when scanning is complete, and the CD will be available for pickup from the Canaday Circulation Desk. The instructor is responsible for uploading documents to Blackboard or Moodle and any course page customizations. **Turnaround time = 1 week**

Unless specified otherwise, all hard copies are retained for the semester in case any scanning mistakes need to be corrected.

I would like to pick up my hard copies from the Canaday Hold Shelf as soon as scanning is complete.

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STAFF USE ONLY:

RCVD:

DUE:

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