

# Copy Center Request Form




Phone: 745-9739 x4 • Fax: 907-745-9711

Email: [msc.copy.center@alaska.edu](mailto:msc.copy.center@alaska.edu)

**Please allow 3 days turnaround time.**

**COPYRIGHT RESTRICTIONS:** The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. 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 purposes 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 copyright law.

<b>Step 1 Job Information:</b>		
Title or type of Original: <input type="checkbox"/> Confidential	Date Submitted:	
Original Consists of _____ pgs <i>(Count both sides of a 2-sided document)</i>	Sets of Copies:	Date Needed:
		Time Needed:

<b>Step 2 Job Finishing and Special Instructions:</b>				
Black & White	Color	Colored Paper (Specify color)	Large-Scale printing (please specify size) 24" max height or width	Laminate
2-sided	1-sided <i>Reason Required in Special Instructions</i>	3-hole punch	Binding	Scan
Single left staple	Single right staple	 Bi-Fold	 Tri-Fold	 Booklet Format

<b>Special Instructions:</b> NOTE: other services available--please inquire at 745-9739 x4

<b>Step 3 Customer Information:</b>	
Name:	Department:
Course (Subj/Course #/Section):	Number of students enrolled:
Signature:	Contact Number:

<b>Copy Center Use Only</b>		
Fund:	Org:	Acct:
Total Copies:		