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1. **Supply Copyright Page** – As of October 28, 1998, the Digital Millennium Copyright Act requires a photocopy of the actual notice of copyright. We cannot scan your material without this page. Citations are not sufficient.

2. **Submit a Good Quality, Single-sided Photocopy** – Weak print, smudges, or a dark band in the center of joined pages (the gutter) will not improve with scanning. Inky originals can result in difficult to read course reserves.

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5. **Deliver Reserves Materials** – Bring your reserves materials to the Circulation Desk or the Reserves Office, Room 020, Musselman Library.

**Contacts**

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