**UNC DEPARTMENT OF ART & ART HISTORY**

**SCAN REQUEST FORM**

**Please allow *at least* a week’s turnaround**

*Please type and send via email!*

**REQUESTING FACULTY:**

**DATE/TIME SUBMITTED:**

**DATE/TIME NEEDED:**

|  |  |  |
| --- | --- | --- |
| **Chapter/Article Title** | **Chapter/Pages** | **Class\*** |
|  |  |  |

Please check options that apply:

* Would you like the book returned to:
	+ Your Office/Studio
	+ Sloane Art Library

**PLEASE TYPE SPECIAL INSTRUCTIONS BELOW:**

**DATE COMPLETED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ STAFF INITIALS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Scanning for class readings has priority. Scanning for research or administrative purposes can be accommodated on a first come, first served basis, when there is available staff. Please keep your personal requests to a maximum of about 50 pages per week.**