



Scanning & Persistent URL Link Request Form – Special Circumstances 2020

This service is available to support scanning of materials for UNM courses. Documents will be scanned as PDF files and emailed to requesting instructors. If the item is available electronically, Libraries staff will provide the persistent URL (PURL) for the item rather than scan it. UNM's Center for Digital Learning offers support for managing Learn courses and course materials.

Our normal policy is to handle reserves requests on a first-come, first-served basis. Although staff will make every effort to process materials in a timely fashion (typically within 2-4 business days, Monday-Friday), staffing is limited at this time. Please bear with us and provide us as much information as possible to help us help you.

Please fill out the forms completely about priority dates to help us process items as quickly as possible under special circumstances, such as closures and converting in-person classes to on-line courses. We will try and obtain the best quality copy in the quickest time possible, if you need special requests like color or OCR readability please use the comment line at the bottom of this form.

Instructor's Name _____ Date _____

Department _____ Email _____

Course Name _____ Course # _____

This is a: Scanning request from a physical item already in the library.

 Persistent URL (PURL) request for items in the library's digital collection.

Document Title _____

Author (optional) _____

What dates do you estimate your class needing this information? ***If you have different items from one source needed at different dates, please group requests by date to aid in priority processing...Example: needed by April 7 or needed April 15-April 30th*

About the Physical Items you need scanned:

Is the item already on reserve at the library? If so, which one? CSEL FADL PML ZIM

The item is available in the library general collections? Call number _____

There is no physical item, I need a link.

Chapters/Sections/Pages needing scanned or PURL link by date** listed above: *Example: Chapter 5 pgs 60-80*

Instructor's Signature: _____

Your signature indicates your awareness of copyright law and your certification that the materials you are placing on reserve are in compliance with the law.

We will scan all items in black and white as default, if you absolutely need something in color, please describe below: