

University of Toledo Libraries
Services for Patrons with Disabilities
Request for Photocopy: Articles or Non-Circulating Materials

Patron Name: _____ Date: _____
E-mail Address: _____ Phone Number: _____

Please fill out this form as completely as possible, or you may attach a sheet with the same information. The reference staff (419-530-2325, AskIt@utnet.utoledo.edu) can provide assistance in looking up the information. Turn in this form at the Reference Desk or fax to 419-530-2726. Materials will normally be available the next business day after receipt of the request, excluding weekends and holidays, and will be held at the Circulation Desk for 10 days. Photocopying charges are \$0.10 per page from printed material, \$0.25 per page from microform.

Periodical Title: _____
Volume: _____ Issue: _____ Date: _____ Pages: _____
Article Title: _____
Article Author: _____

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For library staff:
Date/Time Completed: _____ Completed by (Dept.): _____ Total Charge: \$ _____