

East Los Angeles College

On-Line Print Request

Date Submitted: _____ Date Needed: _____
Faculty/Staff Name: _____ Contact #: _____
Contact Email: _____
Department: _____ Dept. Chair: _____

Complete form and forward file with this request to FacultySupport@elac.edu

Number of Originals: _____ Number of Copies: _____

Is this material Copy-written?

☐ No ☐ Yes *(If yes, please read and sign 2nd Page "Photocopying of Copyrighted Materials")*

For Black and White copies:

Paper size (i.e. 8.5x11, 8.5x14, 11x17): _____

Paper Color:

☐ white	☐ blue	☐ salmon
☐ yellow	☐ buff	☐ ivory
☐ goldenrod	☐ pink	☐ green

For Color Copies (Dean's approval Required):

Dean Name (print): _____ Dean Signature: _____

Paper size (i.e. 8.5x11, 8.5x14, 11x17): _____

Please select all that apply (note: Printing is back-to-back, unless noted):

☐ Collate and Staple ☐ 3-hole punch ☐ One-Sided Printing

Special Instructions:

Released To: Signature: _____

Date: _____

Photocopying of Copyrighted Materials

Certification Statement

I certify that I have the Copyright and "Fair use" Guidelines. I, therefore, assume full responsibility for any infringement of the copyright law.

I have requested and received permission from the Publisher's Permission Department to reproduce the materials. Attached is the original letter of permission from the Publisher.

Requester Signature: _____ Date: _____

Note: This Statement must be completed and submitted to the Reprographic Department for all printing request of copyrighted materials.