**Submit completed requests to Library Office (4th Floor) or email form to swhite@amda.edu.** Approved requests will be completed and delivered to appropriate mailboxes, unless otherwise specified**

### Single-Copy Request Form

A single copy may be made for a teacher at his or her individual request for 1) their scholarly research or 2) preparation to teach a class. Copying requests may be completed by Library Staff provided it constitutes only a portion of an entire work. Examples of such items may include a chapter from a book, a song from a musical show, or a scene from a play or libretto.

Name: 

Email: 

Requested on: 

Needed by: 

Item Title: 

Call Number: 

Location: 

Portion Needed: 

(page range, chapter, song, etc.) 

<table>
<thead>
<tr>
<th>Staff Use Only</th>
<th>Please sign below to confirm the appropriate slips have been made for statistics and the faculty request has been completed.</th>
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<td>Signature:</td>
<td>Date:</td>
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