

# 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](mailto:FacultySupport@elac.edu)**

Number of Originals: \_\_\_\_\_ Number of Copies: \_\_\_\_\_

### Is this material Copy-written?

No  Yes *(If yes, please read and sign 2<sup>nd</sup> 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.