Photocopy Request for Books and Journals  
(Please Print Clearly)

<table>
<thead>
<tr>
<th>Requestor ____________________________________</th>
<th>Date __________</th>
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</thead>
<tbody>
<tr>
<td>Book or Journal Title _____________________________________________________________</td>
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<tr>
<td>Call Number ______________________</td>
<td>Year of Publication ________</td>
</tr>
<tr>
<td>Volume Number ______________________</td>
<td>Pages ________________</td>
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</tbody>
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**HMD Photocopy Policy**  
Photocopying of HMD materials will be done by HMD Staff, depending on the condition of the material. Photocopy requests should be directed to the reference librarian. Normally, requested photocopied material can be picked up the next working day by 5 p.m., or it can be mailed and the patron will be billed. The charge for photocopying is 20¢ per exposure.

- [ ] Pick Up  
- [ ] Mail to Patron Address: __________________________________________
  __________________________________________
  __________________________________________

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**Signature** ________________________________

**PAYMENT:** Check or money order only, please.  
Make checks payable to: Treasurer of the United States  
See mailing address above  
Summary of charges: (To be completed by staff)  
Number of exposures ________ @ 20¢ each = $_____________ AMOUNT DUE