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# KALAMAZOO COLLEGE

## INFORMATION SERVICES

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Please provide a complete bibliographic citation for each item to be scanned.

**Book chapter:** *book author, title, publisher, publication year.*

*Example:* Mitchell, M: *Gone with the wind*, MacMillan, 1936.

**Article:** *article title, author, journal title, volume, issue, pages, year*

*Example:* Smith JA, *Metaphors*. *Journal of Social Sciences* 5(3):12-15, Apr 2001

Author	Title	K Library owns item	I own this item

## **BASIC GUIDELINES FOR PERMISSIBLE COPYING**

### ***Copies made from material owned by the library or by the instructor:***

One chapter from a book, or no more than 10% of a book.

One article from a single journal issue, a short poem or short essay

Excerpts from dramatic or musical works as long as the excerpt is not a performable unit.

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