USE OF COPY CARDS

1. Obtain an IJGLS copy card from the library desk
2. Select "Account Override"
3. Enter "5046"
4. Select "Enter"
5. Slide the card and keep it in place
6. Remove after making copies and return to library desk
7. Report low balance on cards (less than $5) to the Business Editor (aobergfe@indiana.edu) as soon as possible.

What should be copied?

Copy all of the information needed to fully verify the footnote. Usually, this means copying the title page and the pages cited in the footnote. You may also need a copy of the table of contents. This requires attention and some exercise of discretion. Ideally, you would locate an electronic source and print the required pages directly from that source. The next best option is to check out material from the library and place them in the office rather than copying. When it is not possible to check out the source material, you will need to balance the expense and effort of copying against the delay and frustration of finding later that something is missing.