

## **Guidelines for Scanning & Photocopying**

Scanning or photocopying of complete documents without permission from its stakeholders is a violation of copyright law and therefore forbidden.

- **About 10% of the content or up to two chapters is normally accepted for Learning and research purposes.**
- **Let's desist from further copying or distributing the copyrighted content to larger groups.**
- **For regular office papers & correspondences lets go digital and avoid unnecessary photocopying, and save paper.**
- **Requests for scanning or photocopying full document will be reviewed on case to case basis.**
- **If needed, such requests are to be authorized by department heads and / or a declaration form to be submitted.**

***Help us comply with copyright act and IPR issues***

***Let's save paper & conserve our environment***

***Thanks for your understanding and cooperation***

***Team Library***