



Submitting an Duplication Request



1. Click the *Duplication* link under Library Services. (In the Green Box)
2. Click *Duplication Service*.
3. Login with Library I.D. (Number found on back of University ID) and last name.
4. Confirm login details.

Check Duplication Requests
Request a Duplication

5. Select the *Request a Duplication* link under the “Patron Services Menu”.

6. Select the *material type* for the request (Periodical, ERIC, Book Chapter, or Government Document).

[Periodical Article](#) from either the microfilm or print holdings of the Millersville University Library.

[Eric DOCUMENTs](#) from the library's microfiche holdings.

Please use the Periodical Article request form for Eric JOURNAL articles (EJ 123456).

[Chapter or Small Portion of a Book](#) that the library holds and is not checked out at the present time.

[Government Document](#) that the library holds and is not checked out at the present time or available electronically.

7. Fill in all information on the specific form and click *Submit Request*.