

Scanners located throughout Campus for Mizzou student use

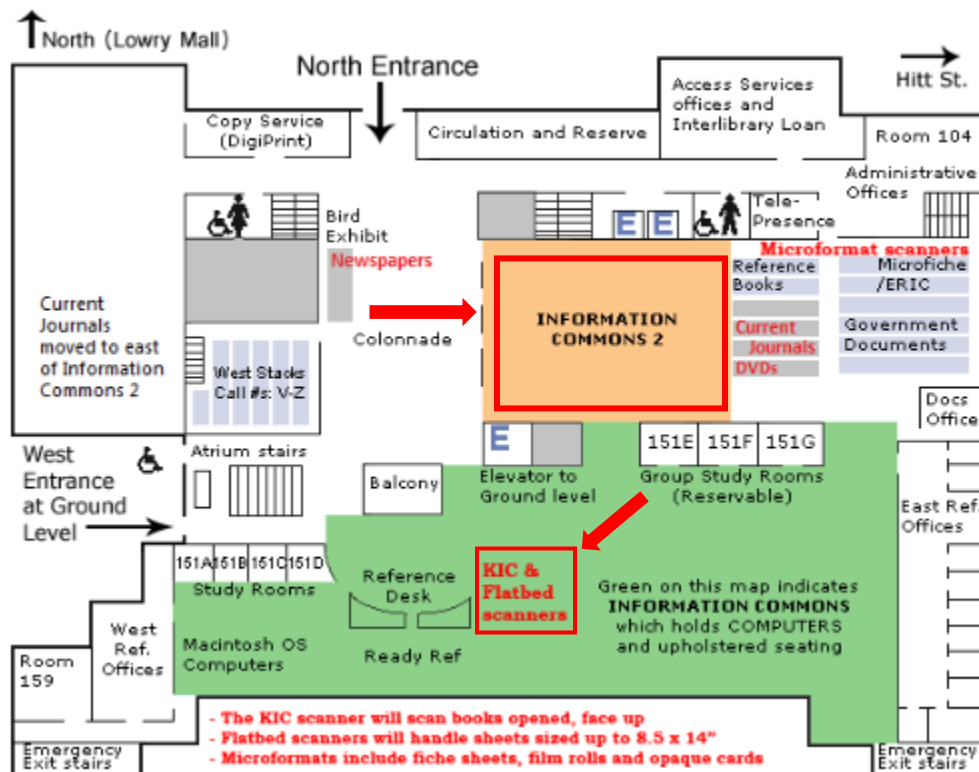
Below you will find a list of locations at which scanners are available for student use (free of charge) and where you can scan your class notes to upload to your MyAccess portal.

Disability Center (South 5 Memorial Union)

You can use the scanner available at the Disability Center to scan your class notes. If you use the scanner available at the Disability Center, our staff will upload your notes for you.

Ellis Library

Ellis library has a number of scanners available for student use. You can find scanners on the first floor in three locations:



- There are **2** KIC “Bookeye” Scanners located near the Reference Desk on the first floor. These scanners are typically used to scan textbooks, however they can also be used to scan sheets of paper. We would recommend scanning your notes with the color photocopying setting, as the black and white setting at times scans documents that result in extremely blurry images. If possible, take a USB drive with you to connect to the scanners. These scanners are connected to the internet therefore you will be able to email your notes to yourself, however it is also a good idea to back up your notes in case something goes wrong.

- There are 3 flatbed scanners located near the Reference Desk with internet access on the first floor as well. The internet access for these scanners are restricted to MU sites only (MU webmail and Bengal) through which you will be able to email your scanned notes to yourself. Additionally, these scanners are equipped with USB drive ports if you would prefer to save your notes on a drive instead.
- There usually is 1 flatbed scanner located at one of the desktop computers in the Information Commons 2 Space (the computers found on the first floor between the newspapers and current journals and DVDS). This portable scanner can usually be pointed out by the student worker stationed by the large poster printer and smaller printers. However, as this area is usually high traffic, getting a desktop computer might not be easy. The portable scanner can be moved from desktops but must stay in the Information Commons 2 space. The scanner connects to most computers and can be used to upload your notes through internet access.

Geological Sciences Library (*Take USB drive with you)

- There is 1 black and white scanner/copier with a document feeder located at the Geological Sciences Library.

Health Science Library (*Take USB drive with you*)

There are two scanners available at the Health Science Library that can be used to scan your notes.

- There is 1 flatbed scanner located in the first floor computer lab. Take a USB drive to back up your notes, in case these scanners do not have internet access.
- There is 1 flatbed scanner located on the third floor as well.

Journalism Library (*Take USB drive with you*)

There are two main scanners that can be used at the Journalism Library to scan your notes.

- There is 1 large Epson color flatbed with a document feeder located on the main level of the library. It might be a bit tricky to use this scanner, you can find instructions at: <http://library.missouri.edu/journalism/printingscancopy/scannerhowto>
- There is 1 Epson flatbed scanner located in the lower level of the library.

Engineering Library

There are three scanners located at the Engineering Library that can be used to scan your notes.

- There are 2 flatbed scanners located in the center of the library (connected to internet access).
- There is 1 stand-alone copy machine/scanner at the Engineering Library.

Veterinary Medical Library (*Take USB drive with you)

- There is **1 stand-alone copy machine/scanner** at the Veterinary Medical Library. This machine should be connected to the internet which you can use to email your scanned notes to yourself. However we encourage you to bring a USB drive with you in case of connectivity issues.

The Reflector (Townsend Hall 201)

The Reflector is a computer lab located in Townsend Hall. There are 8 scanners available for student use, please ask staff for assistance for troubleshooting.

- There are **4 flatbed scanners** located in the Reflector. Two are attached to PCs and two are attached to Mac computers.
- There are **4 document feeder scanners** located in the Reflector. Two are attached to PCs and two are attached to Mac computers.
- There are **2 top- down scanners** located in the Reflector.

Computer Lab spaces with scanners

There are a number of Computer Lab spaces located throughout campus, which have scanners for student use. These computer labs are usually open for students, however some of the labs will be used to teach classes in, when a class is in session or if the lab is reserved for other events such as workshops, the labs may not be used by students. Schedules of when students can use the labs or when the labs will be reserved for a class or workshop can be found next to all entrance doors. Typical computer lab hours can be found at: <https://doit.missouri.edu/services/computer-lab/>

- **Middlebush 7 & 8 (basement) each have 1 flatbed scanner** (connected to a desktop computer with internet access) for student use.
- **Naka Hall (Engineering West) 142, 144, &145 each have 1 flatbed scanner** (connected to a desktop computer with internet access) for student use.
- **Memorial Union N26 has 1 flatbed scanner** (connected to a desktop computer with internet access) for student use.
- **Pershing Commons 240 has 1 flatbed scanner** (connected to a desktop computer with internet access) for student use.

This list was created to be as extensive as possible. However, there might be other locations throughout campus with access to scanners for student use. If you know of places that would be beneficial to add to this list please inform and contact us at mudcnotes@missouri.edu .