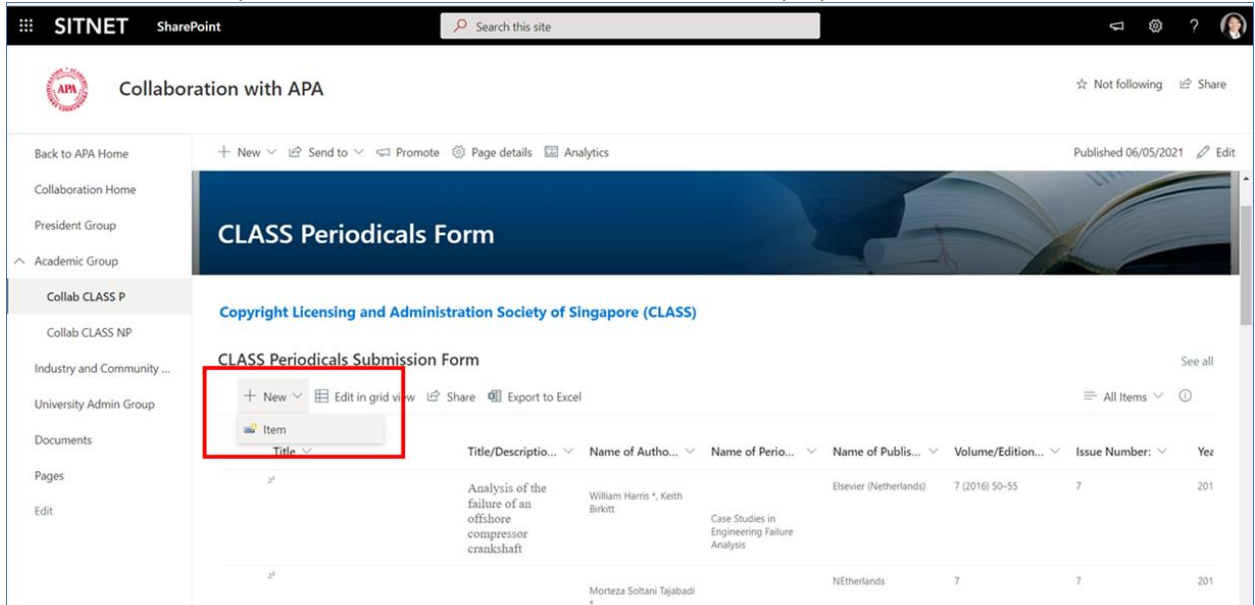


Instructions on the submission of copying records

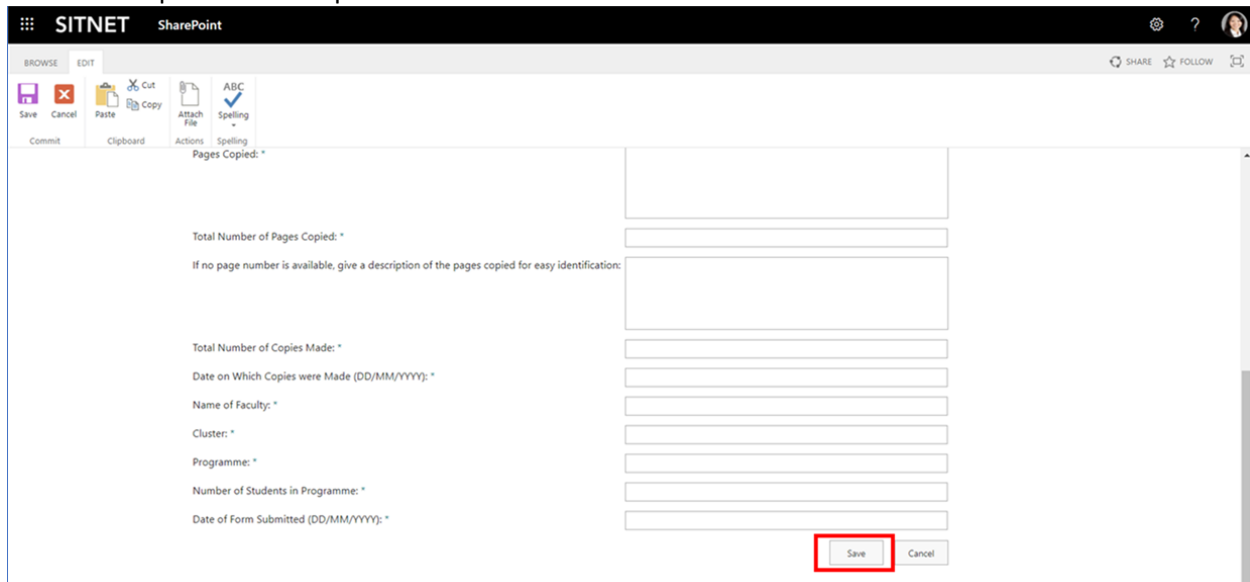
1. Click on either of the links above -> Periodicals OR Non-Periodicals.
2. Next, at the respective forms, click on “New” -> “Item” to display the form.



The screenshot shows the SharePoint interface for the 'CLASS Periodicals Form'. The page title is 'CLASS Periodicals Form' under the 'Copyright Licensing and Administration Society of Singapore (CLASS)'. The 'New' button is highlighted with a red box, and the 'Item' option is selected from the dropdown menu. Below the menu, there is a table with columns: Title/Description, Name of Author, Name of Periodical, Name of Publisher, Volume/Edition, Issue Number, and Year.

Title/Description	Name of Author	Name of Periodical	Name of Publisher	Volume/Edition	Issue Number	Year
Analysis of the failure of an offshore compressor crankshaft	William Harris *, Keith Birkitt	Case Studies in Engineering Failure Analysis	Elsevier (Netherlands)	7 (2016) 50-55	7	201
	Morteza Soltani Tajabadi		Netherlands	7	7	201

3. Fill up all details required in the form and click “Save” at the end of the form.



The screenshot shows the 'CLASS Periodicals Submission Form' with various input fields. The 'Save' button is highlighted with a red box. The form includes the following fields:

- Total Number of Pages Copied: *
- If no page number is available, give a description of the pages copied for easy identification:
- Total Number of Copies Made: *
- Date on Which Copies were Made (DD/MM/YYYY): *
- Name of Faculty: *
- Cluster: *
- Programme: *
- Number of Students in Programme: *
- Date of Form Submitted (DD/MM/YYYY): *