**Notetaker Responsibilities:**

1) You must log your hours during the semester. CSD will complete a community service certificate for you. You can pick it up next semester at CSD (CSD does not deliver these forms to any offices on campus).

2) You must communicate with the student for whom you are taking notes via email or in class.

3) You must maintain the confidentiality of the student for whom you are taking notes.

4) You must attend all classes, unless there is an extenuating circumstance. If you are ill or must be away, please inform the instructor of your status as a notetaker so a temporary notetaker can be appointed.

5) You must take clear, concise, legible notes. It is recommended that you write in black or blue pen, or dark pencil, as writing will appear lighter when scanned. Additionally, it is recommended that you indicate important notes in a method other than highlighting, as the scanner may not pick up it up correctly, resulting in the highlighting not showing up in the scanned version or the highlighting being too dark and blacking out the words under it.

6) You must upload your notes within 48 hours of the class (within 24 hours is preferred). If you need assistance with scanning, please ask the librarians in Andersen Library or the Front Desk staff at CSD.

7) You must label your notes with the class, instructor's name, and date.

8) You must check your scanned notes before uploading them to ensure the entire page was scanned, nothing was cut off, and the page is not at an angle.