Reserve Item(s) Request

Articles/Copies

Articles/Copied text will be placed in EReserves at the discretion of Library Staff. EReserves will be available through web access.

In addition to the copied text, please submit a copy of the COPYRIGHT page from the source book, or full details of the source (title, date, volume, pages etc) of a journal article.

“The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of fair use that user may be liable for copyright infringement.”

Date: ___________________

Please allow at least 2 working days before announcing availability of these items to your class.

Instructor’s Name: ________________________________

Department: ______________________________ Phone: __________________

Course Name: ______________________________

Course Number: ______________________________ Semester: __________________

No. of Students in Class: ______________________________

**If EReserve is not possible, paper copies will check out for 2 hours unless otherwise noted.

**Available periods are: (circle one) 2 hour - 4 hour - 2 day - 7 day

Material Title: ____________________________________________

Source: ____________________________________________

Material Title: ____________________________________________

Source: ____________________________________________

(Please continue on reverse if necessary)

**Reserve materials will be removed as per the current Library procedures.

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For Office Use Only

Process Date: ________________________________ Initials: ______________

Notes: ______________________________________

Updated: October 2007