

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.**

For Office Use Only

Process Date: _____ Initials: _____

Notes: _____