



Course Reserve Form

Instructor: _____ Telephone #: _____

Course Number: _____ Email: _____

Course Name: _____ Section Number: _____

Do you wish to place these items on Electronic Reserve? Yes _____ No _____

- Only one copy of each photocopied item will be accepted for posting at the reserve desk if that item will also be made available through electronic reserve.
However, up to three copies of each book, journal, or media item will be accepted.
All reserve items will be returned and all electronic reserves will be removed from VSpace at the end of each semester.
The library reserves the right to refuse materials for reserve if they feel posting them would be in violation of copyright law.
The following items will be accepted for reserve without copyright permission; items created by the instructor, items in the public domain such as unpublished works or works more than 75 years old, and items which the instructor holds copyright.
Items that do require copyright permission include copies of articles, book chapters, and recorded television programming.

Acknowledgement of Copyright

I understand that I am subject to the requirements of copyright law and hereby state that the items I am placing on reserve are in compliance with that law.

Signature _____ Date _____

Table with 3 columns: Format (i.e. photocopy, book, journal, video, CD, computer software, etc.), Citation, Loan Period (i.e. 2 hr library use, 4 hr library use, 24 hr, 3 day, 1 week, or 2 week.)

Please list additional items on back.

Format (i.e. photocopy, book, journal, video, CD, computer software, etc.)	Citation	Loan Period (i.e. 2 hr library use, 4 hr library use, 24 hr, 3 day, 1 week, or 2 week.)

Electronic Reserve Check List (Staff Use Only)

- | | Initials | Date |
|---|----------|-------|
| • Discussed reserve procedures with instructor. | _____ | _____ |
| • Requested course or requested to be added as instructors. | _____ | _____ |
| • Scanned item(s) into PDF format. | _____ | _____ |
| • Posted item(s) to course. | _____ | _____ |
| • Made course available. | _____ | _____ |
| • Entered item(s) into innopac. | _____ | _____ |
| • Inserted link to course in innopac. | _____ | _____ |
| • Added to Reserve Statistics spreadsheet. | _____ | _____ |