



Course Reserve Form

Instructor: _____ Telephone #: _____

Course Number: _____ Email: _____

Course Name: _____ Section Number: _____

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

If "Yes", please circle Blackboard or V-Space

- Only one copy of each photocopied item will be accepted for posting at the reserve desk since these items 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 Blackboard 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accepted for reserve without copyright permission; items created by the instructor, items in the public domain such as unpublished works or works more than 75 years old, and items which the instructor holds copyright.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 _____

Type (i.e. article, 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.

Type (i.e. article, 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. | _____ | _____ |