

RESERVE REQUEST FORM

Fill in **ALL** information legibly.

Course [eg. NRS 347]: _____ Instructor [both first and last name]: _____

Course Name: _____ School: _____ Phone#: _____

Period on Reserve

1 Quarter 2 Quarters 3 Quarters

Length of Checkout

2 Hour 1 Day 3 Day 1 Week

Type of Material

Books Tests Media **Photocopied Materials:** E-reserves* Articles* Chapters*

*After 1 quarter, written copyright permission required

Please check one:

I will pick up my material at the end of the reserve period.

Send materials via intercampus mail to:

Attn: _____

Bldg, Rm#: _____

Citations must be complete.

◆ Authors: _____ Date of Publication: _____

Chapter of Article Title: _____ pp. xx-xx _____

Book or Journal Title: _____ Year, Vol#, Issue#, _____

◆ Authors: _____ Date of Publication: _____

Chapter of Article Title: _____ pp. xx-xx _____

Book or Journal Title: _____ Year, Vol#, Issue#, _____

◆ Authors: _____ Date of Publication: _____

Chapter of Article Title: _____ pp. xx-xx _____

Book or Journal Title: _____ Year, Vol#, Issue#, _____

◆ Authors: _____ Date of Publication: _____

Chapter of Article Title: _____ pp. xx-xx _____

Book or Journal Title: _____ Year, Vol#, Issue#, _____

Reserve Guidelines

The Del E. Webb Memorial Library honors requests from faculty to place curriculum related items on reserve that are in compliance with US Copyright Law (Title 17 U.S.C. Section 107) and the fair use guidelines, as established in the Report of the House Committee on the Judiciary (HR 94-1476).

Reserve items may be submitted at the library Circulation Desk with a completed Reserve Request Form. Reserve items should be turned in to the library at least one week before the date they need to be available for check out.

As a safeguard against copyright infringement the library has taken the following measures:

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No more than one copied article from a single issue of a journal can be placed on reserve, by the same professor for the same course. The second time a request is made for the same copy of a copyrighted article to be placed on reserve or electronic reserve, by the same professor, or for the same course, written permission from the copyright holder is required.

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No more than one copied chapter, per book, can be placed on reserve, by the same professor for the same course. No more than one textbook adopted for class purchase may be placed on reserve. The second time a request is made for the same copy of a copyrighted book chapter to be placed on reserve, by the same professor, or for the same course, written permission from the copyright holder is required. Copies of copyrighted workbook exercises, health or psychosocial instruments, and similar non-reusable material must be accompanied by written permission from the copyright holder.

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Course syllabi that include copies of copyrighted material, reading course packs or professor-created anthologies, in formats including video clips, audio recordings and computer files, must be accompanied by written permission from the copyright holders unless the material is no longer subject to copyright law.

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Faculty may want to consider placing their own original copy, requesting the library to purchase an original copy, of the copyrighted work in place of using a reserve copy. Contact a librarian for information on where to purchase out-of-print books and journal back issues.

For further assistance or questions contact the Circulation Desk at x44550 or (909) 558-4550.