

# Library Course Reserve Form

Professor: \_\_\_\_\_ Course # (ex. MALS 5000): \_\_\_\_\_

Course Name: \_\_\_\_\_

On Reserve Until: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

If Team Teaching Please List Other Instructors: \_\_\_\_\_

Building Name/Room # For Return of Materials: \_\_\_\_\_

Reserve Status:  2 hrs  1 day  3 days  E-Reserve **[You must add "ereserve" to your claslist in D2L with TA status]**

**The following are the guidelines that Sherrod Library uses to determine fair use:**

- Use of one chapter/journal article or 10% - whichever is less.
- Under fair use an item can be placed on reserve for one semester. We must obtain permission for an item that is used repeatedly.
- Reserve items should represent only a small portion of class materials.
- Any item falling outside the bounds of fair use requires permission to use. Please allow enough time to process request.

***Reserves are processed in order received. All reserves will be linked in your D2L course page.***

***Please allow at least 1 week for physical materials and/or e-reserves to be available.***

Chapter/Article Title: _____	E-Reserve: <input type="checkbox"/>
Media/Book/Journal Title: _____	Library Copy: <input type="checkbox"/>
Chapter/Article Author: _____	Personal Copy: <input type="checkbox"/>
Book Author/Editor: _____	Used Before: <input type="checkbox"/>
Publisher and City: _____	<b>STAFF USE ONLY</b>
Page Numbers From: _____ To: _____ Total: _____	File Name
Copyright Year: _____ Volume: _____ Edition: _____	Date

Chapter/Article Title: _____	E-Reserve: <input type="checkbox"/>
Media/Book/Journal Title: _____	Library Copy: <input type="checkbox"/>
Chapter/Article Author: _____	Personal Copy: <input type="checkbox"/>
Book Author/Editor: _____	Used Before: <input type="checkbox"/>
Publisher and City: _____	<b>STAFF USE ONLY</b>
Page Numbers From: _____ To: _____ Total: _____	File Name
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Chapter/Article Title: _____	E-Reserve: <input type="checkbox"/>
Media/Book/Journal Title: _____	Library Copy: <input type="checkbox"/>
Chapter/Article Author: _____	Personal Copy: <input type="checkbox"/>
Book Author/Editor: _____	Used Before: <input type="checkbox"/>
Publisher and City: _____	<b>STAFF USE ONLY</b>
Page Numbers From: _____ To: _____ Total: _____	File Name
Copyright Year: _____ Volume: _____ Edition: _____	Date

**I certify that I have reviewed the copyright guidelines and that this request is in keeping with those guidelines. I also give permission for the Reserve staff to have "Teaching Assistant" access to my D2L course page for management of PDFs and catalog links to physical materials.**

\*Teaching Assistant access only allows us to add items, therefore it is your responsibility to remove PDFs and links.

\_\_\_\_\_  
Faculty Member Signature

\_\_\_\_\_  
Date