

# 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 ☐ Electronic Reserve

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

- Use of one chapter or 10%, whichever is less
- Use on one article per issue of a journal
- 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. Please allow at least 1 week for print and 2 weeks for e-reserves to be available.

Chapter/Article Title: \_\_\_\_\_

Electronic -Reserve: ☐

Book/Journal Name: \_\_\_\_\_

Library Book: ☐

Chapter/Article Author: \_\_\_\_\_

Personal Copy: ☐

Book Author/Editor: \_\_\_\_\_

Used Before: ☐

Publisher and City: \_\_\_\_\_

### STAFF USE ONLY

Page Numbers From: \_\_\_\_\_ To: \_\_\_\_\_ Total: \_\_\_\_\_

File Name \_\_\_\_\_ Date \_\_\_\_\_

Copyright Year: \_\_\_\_\_ Volume: \_\_\_\_\_ Edition: \_\_\_\_\_

Chapter/Article Title: \_\_\_\_\_

Electronic -Reserve: ☐

Book/Journal Name: \_\_\_\_\_

Library Book: ☐

Chapter/Article Author: \_\_\_\_\_

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Copyright Year: \_\_\_\_\_ Volume: \_\_\_\_\_ Edition: \_\_\_\_\_

I certify that I have reviewed the copyright guidelines  
and that this request is in keeping with those guidelines.

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