Repeated Use Request Form
for Course Reserves

The Library will seek permission and pay royalty fees for any Reserve document exceeding Fair Use guidelines. The Library will not pay more than $50 in fees for a single document, and will not spend more than $100 for fees for a single course. The Library will contact the instructor once these limits are met or if permission is denied to discuss alternative resources.

Please visit our web page for more information about the Library’s Fair Use guidelines: www.wpunj.edu/library/reserves.dot

Before completing this form, please review your materials on Reserve by checking the Library’s online catalog, click “Find Books & Media in the Library Catalog”, click on the “Course Reserve” tab, and find your name listed as instructor. Contact Lending Services if you are interested in obtaining a complete list with circulation information for each item. Indicate your decision regarding these readings by checking the appropriate box below.

Return this form to Jill Pruden, Lending Services, by December 1, 2012.

Instructor’s Name:

Course Name:

Course Number:

☐ I plan to use the same readings for the Spring 2013 semester that I placed on Reserve for the Fall 2012 semester or another prior semester. I understand that the Library may need to obtain permission before offering repeated access to these readings and that seeking permission may take time or may be prohibitively expensive.

☐ I do not plan to use these readings. Please return these readings to me via interoffice mail.

☐ I plan to use only the readings indicated on the printed list, the other readings may be returned to me via interoffice mail. I understand that the Library may need to obtain permission before offering repeated access to these readings and that seeking permission may take time or may be prohibitively expensive.