

## Procedures for Placing Materials on Reserve

The Library's Reserve Service enables faculty to make materials available to students for a limited loan period (usually a few hours). Reserves are intended to supplement, not replace, course texts purchased by students.

The Copyright Law of 1976 (Public Law 94-533) governs the copying of copyrighted material, and, therefore, has implications on the type of material legally copied, the number of copies which may be made, and the length of time the copies may be kept on Reserve.

### Upon request the Library will place the following materials on Reserve:

#### *Library owned books, media, and computer software —*

Please provide a typed list with call numbers. Processing time will be minimized if materials are gathered by the faculty member.

#### *Personal books and journals —*

Removeable barcode and spine labels will be affixed to these items, as well as security tape for theft protection.

#### *Photocopies —*

The Library will place up to three (3) copies of a single item on Reserve. Photocopies must be provided by the faculty member and should meet copyright guidelines. A notice of copyright will be stamped on the first page of each item.

#### *Personal copies of media materials —*

Contents should be clearly marked on the item and should comply with copyright guidelines. No off-the-air recordings unless they follow the guidelines for use of videos recorded off-air or via satellite. Removeable barcode and spine labels will be affixed to these items.

#### *Personal copies of computer software —*

Contents should be clearly marked on the item and should comply with copyright guidelines. Manuals, and other information necessary for use of the software must be provided. Removeable barcode and spine labels will be affixed to these items.

**The faculty member's name, phone number, course number and course title are needed, as well as a full bibliographic citation, for all materials to be placed on Reserve.**

- ◆ Please complete the form on the reverse side. One form per course, please!
- ◆ All materials will be restricted to Library use only.

For additional information contact Ann Neil, ext. 3183, regarding computer software or print materials, or Denise Hagel, ext. 2307 regarding media materials.

Rev. 10/98

# Request to Place Materials on Reserve

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Instructor:

Course title:

Course #:

Campus address & ext.:

Dept:

Semester (check one combination): \_\_\_ Spring \_\_\_ Summer \_\_\_ Fall \_\_\_ 1999 \_\_\_ 2000 \_\_\_

2001

Check here if you intend to use this item in subsequent semesters, so that copyright permissions may be secured

TITLE      article - book - chapter (circle one)

AUTHOR

TITLE (of journal or larger work)

Check here if you intend to use this item in subsequent semesters, so that copyright permissions may be secured

TITLE      article - book - chapter (circle one)

AUTHOR

TITLE (of journal or larger work)

Edition:

Volume:

Year:

Publisher:

Check here if you intend to use this item in subsequent semesters, so that copyright permissions may be secured

TITLE      article - book - chapter (circle one)

AUTHOR

TITLE (of journal or larger work)

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Volume:

Year:

Publisher:

See procedures on reverse.