

# Request to Place Materials on Reserve

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## SUBMISSION GUIDELINES FOR PRINT, ELECTRONIC, AND MEDIA RESERVES

The Library upholds the principles of Fair Use. Reserve materials will be processed only at the request of an instructor for the non-commercial, educational use by students. Instructors are responsible for evaluating whether the use of a copyrighted work qualifies as Fair Use or requires permission. When submitting copyrighted materials for Reserve, please carefully consider the four Fair Use factors:

**The purpose of the use:** All materials are placed on Reserve by request of an instructor to support specific educational programs.

**The nature of the work to be copied:** The work is relevant to the educational objectives of the course. Using works that are non-fiction or informational weigh more favorably as fair, than using works that are highly creative, such as, music, poetry, fiction, drama, art, and images.

**The amount copied in proportion to the original:** The amount copied is directly tailored and related to educational objectives of the course. Reserve materials are limited to excerpts from longer works, such as a book chapter, a journal article, a poem.

**The market effect of copying:** All reserve materials will include a copyright notice and a complete citation to the original work. Access to Reserve materials is limited to students enrolled in that course. A small portion of the original work is being used. Materials that are available for students to purchase (course packs, workbooks) will not be placed on Reserve.

The Library will seek permission and pay royalties for submissions exceeding the Fair Use guidelines. We will work with faculty to determine alternatives if costs are prohibitive or permission is denied.

We will place the following materials on Reserve:

**Library-owned books and media** – bring items to the Lending Services desk.

**Personal copies of books, media, and software** – provide us with user manuals or other documentation if appropriate.

**Photocopies** – provide clean and legible copies on 8.5x11 paper. We will stamp with copyright notice.

We will not place on Reserve: materials obtained via Interlibrary Loan, unlawfully made copies, workbooks, course packs, or complete volumes or issues of periodicals. Materials are processed on a first come, first served basis. Reserve staff will need about three days to process materials, or longer if materials are submitted after the deadline. Reserves are processed with barcodes, spine labels, security strips and are cataloged and searchable in our Library catalog. We will not be held responsible for damage or loss of personal media items placed on Reserve.

Print and media reserves are for in-Library use only. Electronic reserves are password protected and accessible by students enrolled in the specific course for that semester. All reserve materials will be returned to you via campus mail at the end of the semester unless you notify us otherwise.

### For more information:

Course Reserves Information webpage: <http://www.wpunj.edu/library/reserves.dot>

WPUNJ Copyright webpage: <http://guides.wpunj.edu/copyright>

Reserves contact: Jill Pruden, [prudenj@wpunj.edu](mailto:prudenj@wpunj.edu), 973.720.3183

Proceed to next page(s) to complete Reserves Submission Form

# RESERVE SUBMISSION FORM

Date Received:
Staff Initials:

INSTRUCTOR'S FIRST & LAST NAME:	
WPUNJ EMAIL:	
COURSE TITLE:	
COURSE #:	
SEMESTER & YEAR:	

My signature verifies that I read and understood the Reserve submission guidelines, policies, and procedures, including copyright and Fair Use implications, as outlined on the reverse side of this form.

\_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
DATE

**>>> COMPLETE CITATION AND/OR SOURCE ATTRIBUTION IS REQUIRED FOR EACH ITEM SUBMITTED FOR RESERVE <<<**

FORMAT (CHECK ONE):	<input type="checkbox"/> BOOK <input type="checkbox"/> BOOK CHAPTER <input type="checkbox"/> CD <input type="checkbox"/> DVD <input type="checkbox"/> E-BOOK <input type="checkbox"/> JOURNAL ARTICLE
THIS IS FOR ELECTRONIC RESERVE?:	<input type="checkbox"/> YES <input type="checkbox"/> NO
TITLE OF PRIMARY WORK (BOOK, CD, DVD, VHS, JOURNAL):	
SECONDARY TITLE (BOOK CHAPTER, JOURNAL ARTICLE):	
AUTHOR/EDITOR/DIRECTOR:	
EDITION:                      VOLUME:                      YEAR:                      PUBLISHER/DISTRIBUTOR:	
AT THE END OF THE SEMESTER, WE WILL RETURN VIA CAMPUS MAIL <b>UNLESS</b> YOU CHECK ONE:	<input type="checkbox"/> ROLLOVER FOR THE NEXT SEMESTER <input type="checkbox"/> RETURN TO STACKS <input type="checkbox"/> DONATE TO LIBRARY COLLECTION <input type="checkbox"/> CONTACT ME TO ARRANGE FOR PICKUP

FORMAT (CHECK ONE):	<input type="checkbox"/> BOOK <input type="checkbox"/> BOOK CHAPTER <input type="checkbox"/> CD <input type="checkbox"/> DVD <input type="checkbox"/> E-BOOK <input type="checkbox"/> JOURNAL ARTICLE
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Only complete this form if you have already submitted a signed RESERVE SUBMISSION FORM agreeing to our policies and procedures.

ADDITIONAL ITEMS FOR (INSTRUCTOR'S FIRST & LAST NAME):

Date Received:

COURSE TITLE & NUMBER:

SEMESTER & YEAR:

Staff Initials:

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