



Course Reserve Request Form

Course ID: _____

Instructor: _____

Email Address: _____

Course Name: _____

To be placed on reserve at: Main Campus Ballston Center

To be held on reserve for the (check all that apply): Fall semester Spring semester Summer Sessions

Call#/Instructor copy	Title	ISBN	Loan period 3 hours (library use only) , 1 day, 7 days

Please see reverse side for copyright information regarding article/chapter reserves.

Waiver for Personal Copies

I have read and understand the rules and guidelines pertaining to copyright that are listed on the reverse side of his form. I verify that the copies I provided are legally owned or photocopied by me. I also acknowledge that Reinsch Library cannot guarantee the condition of any loaned personal items while they are on reserve.

Signature _____ Date _____

Staff Use Only

Received by : (Int) _____ Date _____ Processed by: (Int) _____ Date _____ Received as: In person Email Online Form

NOTICE CONCERNING COPYRIGHT RESTRICTIONS PERTAINING TO BOOKS, JOURNALS, AND AUDIOVISUAL MATERIALS

Books or other physical materials which are owned either by the Reinsch Library or by an individual faculty/staff member may be placed on course reserve indefinitely without copyright concerns. Because the materials have been legally purchased and are not being reproduced, such reserves usage falls within Section 107 of Title 17 of the U.S. Code on “Fair Use” guidelines.

Photocopied materials submitted for course reserve must include the source’s copyright symbol. These materials are considered to be personal copies by Section 108 of Title 17 of the U.S. Code. Refer to the library’s copyright policy page for information on copyright compliance. Library staff will assist you in obtaining copyright permission if needed.

Textbooks may be placed on reserve. However, “consumable” materials, those which are used up after purchase such as **workbooks, forms, and standardized tests**, are intended to be purchased for singular use by an individual and are **not allowed to be placed on reserve**.

Audiovisual materials may be placed on reserve to be used either for public performance in a face to face classroom or for “private performance” by an individual borrower. However, just as with printed materials, such **audiovisual materials must be originally purchased items owned either by the Reinsch Library or by an individual faculty/staff member**; unauthorized audiovisual copies are not allowed to be placed on reserve.