Grace Library Course Reserve Form

Instructor: ___________________________  Department: ___________________________
Email: _______________________________  Phone #: _____________________________
Course Name: _________________________  Course ID: ___________________________  # of Students: _______

Duration of Reserve

Put on reserve for: □ Summer 20___  □ Fall 20___  □ Spring 20___
When items are removed from reserve, they will be: □ picked up within one week of the end of the semester
          □ returned via campus mail
          campus address: _______________________________________________________________
If items are to be removed before the end of the semester, please indicate date to be removed: ______________________

By default, items will be placed on reserve for one semester. Upon request, an item will be retained for an additional semester. At most, Grace Library will keep the item on reserve for one academic year. There will be no “indefinite reserve” for course reserves.

Copyright Compliance

Are any of your reserve items photocopies of copyrighted materials?omedical  □ no
If your reserve items are photocopies of copyrighted materials, are your photocopies in compliance with Section 107 of the United States Copyright Law? □ yes □ no
Grace Library will not place materials on reserve if it judges that the nature, scope or extent of the material is beyond the reasonable limits of “fair use.” Instructors wishing to place materials on reserve that exceed “fair use” provisions must obtain permission from the copyright holders before such materials will be placed on reserve. Such permission must be presented to the library in writing. The library will not be responsible for obtaining copyright permissions.

[Signature]

By signing, you indicate that you understand the above information on Copyright Compliance.
Copyright information is at the Circulation Desk or on the Library MyPortal page under Library Faculty Information.

Reserve Information

Type of reserve: □ Print   □ E-Reserve (password: ___________________________ *library will assign one if not indicated)
For print reserves only:
Loan period: □ Library Use  □ 1 Day  □ 3 Day  □ 7 Day
If this item is a personal copy: □ Book  □ CD  □ Video/DVD

| Library Use Only |  |  |
|------------------|  |  |
| Initials: ________  | Date Received: ____________  |
| WorkFlows:  |  |  |
| Print: □ Add Brief Title  | □ Create Reserve  | □ Check OPAC  |
| Electronic: □ Scanned  | □ Add to E-Reserve  | □ Check Access  |
| Items Completed: ____________________________  |
| Removed: □ WorkFlows  | □ E-Reserve  | □ Items Returned  | Date Returned: ____________  |

12/10/14