Nelson Poynter Library Reserve Request Form

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Poynter Library Reserve Request Form

Please Note: You must complete a separate form for each course you are teaching. Make copies if necessary.

SECTION I. INSTRUCTOR and COURSE INFORMATION. Please fully complete the following information:

Instructor’s Last Name  First Name  Middle Initial

Department  Campus Mail Point  Campus Phone Number

Course Title  Course Prefix  Course Number  Course Section

Email Address

Day of Week that Class Meets ________________________________

Semester:  Spring   _______  Summer   _______  Fall   _______

(Year)  (Year)  (Year)

Would you like for your course materials to remain on reserve for the next semester?  YES  NO

*You must receive copyright permission to use reserve items for an additional semester.

SECTION II. FOR PROFESSORS WHO CURRENTLY HAVE ITEMS ON RESERVE.

If you already have materials on reserve for this course, *all* materials will be removed from RESERVES at the end of the semester unless otherwise requested. To request that your materials for this course remain on reserve next semester you must obtain copyright permission. After receiving copyright permission, please circle the appropriate answer to each question below.

Do you have course reserve items for the current semester?  YES  NO

Would you like for your current course materials to remain on reserve for the next semester?  YES  NO

Have you received permission to use the materials for an additional semester?  YES  NO

*You must receive permission to use reserve items for an additional semester.

SECTION III. COPYRIGHT LIABILITY STATEMENT FOR *ALL* PROFESSORS REQUESTING RESERVES.

Title 17 of the United States Code (USC) outlines copyright law of the USA. Professors are responsible for complying with Title 17 USC, particularly the “fair use” law detailed in section 107 and the reproduction (photocopying) laws outlined in section 108. Professors using materials in a way that exceeds “fair use”, or in a way that does not comply with reproduction guidelines, *must* seek permission to use the material. See http://www.copyright.gov/title17/ for explanation of “fair use” and restrictions for photocopying material. You may also refer to the USF copyright policy located at http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-105.pdf The Poynter Library staff must receive the signed statement below prior to processing your reserve request(s), to assure compliance with US copyright law.

I accept the responsibility for seeking copyright permission to use copyrighted works as print and electronic course reserves. I also accept liability for any copyright infringement which may be incurred by the existence or use of copyrighted material that I have reproduced.

Signature: ___________________________________________  Date: __________________________

SECTION IV. NEW RESERVE REQUESTS. If you currently have items on reserve for this course and you are not adding new reserve items for this course next semester, you DO NOT need to complete this section.

On the following page, you will find sections to enter up to five (5) items. Please fill out as many sections as needed; then return this form to the Access Services Staff. If you are requesting more than five items for this course, make additional copies of this form and submit as many forms as needed. Be sure to fully complete sections for each item on additional forms.
**Item 1:** Title of Course Reserve Material (exactly as it appears in your course syllabus) ____________________________________________

Author: ____________________________________________

Loan Period (Please CIRCLE the appropriate loan period below):

- 3 hours (restricted to in-library use)
- 3 hours (Outside Use)
- 1 day
- 3 days
- or 7 days

Staff Use Only. ____________________________________________

**Item 2:** Title of Course Reserve Material (exactly as it appears in your course syllabus) ____________________________________________

Author: ____________________________________________

Loan Period (Please CIRCLE the appropriate loan period below):

- 3 hours (restricted to in-library use)
- 3 hours (Outside Use)
- 1 day
- 3 days
- or 7 days

Staff Use Only. ____________________________________________

**Item 3:** Title of Course Reserve Material (exactly as it appears in your course syllabus) ____________________________________________

Author: ____________________________________________

Loan Period (Please CIRCLE the appropriate loan period below):

- 3 hours (restricted to in-library use)
- 3 hours (Outside Use)
- 1 day
- 3 days
- or 7 days

Staff Use Only. ____________________________________________

**Item 4:** Title of Course Reserve Material (exactly as it appears in your course syllabus) ____________________________________________

Author: ____________________________________________

Loan Period (Please CIRCLE the appropriate loan period below):

- 3 hours (restricted to in-library use)
- 3 hours (Outside Use)
- 1 day
- 3 days
- or 7 days

Staff Use Only. ____________________________________________

**Item 5:** Title of Course Reserve Material (exactly as it appears in your course syllabus) ____________________________________________

Author: ____________________________________________

Loan Period (Please CIRCLE the appropriate loan period below):

- 3 hours (restricted to in-library use)
- 3 hours (Outside Use)
- 1 day
- 3 days
- or 7 days

Staff Use Only. ____________________________________________