

ITEM TO BE PLACED ON RESERVE.....

Book/Video/Recording

Author \_\_\_\_\_

Title \_\_\_\_\_

Portion Assigned \_\_\_\_\_

Periodical

Periodical Title \_\_\_\_\_

Date \_\_\_\_\_ Vol. \_\_\_\_\_ Issue \_\_\_\_\_ Pages \_\_\_\_\_

Article Assigned \_\_\_\_\_

Type of Item:

\_\_\_ Library copy

\_\_\_ Photocopy - According to copyright guidelines, a photocopy may be on reserve for one term only.

\_\_\_ Personal copy - May we place an adhesive label on the spine of your book, video or other item? This is how we keep track of your item.

\_\_\_ Yes \_\_\_ No

CONDITIONS OF RESERVE USE.....

Date Placed On Reserve \_\_\_\_\_ Date To Be Removed from Reserve \_\_\_\_\_

Building Restriction:

- \_\_\_ Use in the Library.
- \_\_\_ Overnight - May leave the Library 1 hour before closing; due next day 1 hour after opening. Otherwise, use in the Library.
- \_\_\_ May leave the library for time specified. (See Time Restriction.)  
Videos normally are allowed to leave the library for 3 hours to allow students flexibility in finding a VCR available. Also, there is a copyright consideration: group viewing is not allowed in a public place (the Library), but it is allowed in a home (a residence hall).

Time Restriction:

- \_\_\_ 1 Hour      \_\_\_ 1 Day
- \_\_\_ 2 Hours     \_\_\_ 3 Days
- \_\_\_ 3 Hours     \_\_\_ 1 Week

FACULTY MEMBER'S ACKNOWLEDGEMENT OF FAIR USE.....

I understand that systematic reproduction of copyrighted material is a violation of copyright law. My students are assigned to study this material. Photocopying/duplication is not required for the assignment.

Pco g''''aaaaaaa \_\_\_\_\_ Telephone \_\_\_\_\_

Course Name \_\_\_\_\_ Course Number \_\_\_\_\_