

# Washington State University Libraries

## RESERVE REQUEST FORM

Library

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Course Number	Instructor's Last Name	First Name	Middle Initial

Department	E-Mail Address	Phone	WSU Zip

Date Submitted	No. of students expected to use title	Semester/Session	Date to be Removed
			<input type="checkbox"/> End of Semester <input type="checkbox"/> Other:

Material placed on reserve	Loan Period
<input type="checkbox"/> Library book <input type="checkbox"/> Personal book <input type="checkbox"/> Journal article <input type="checkbox"/> Book portion/chapter <input type="checkbox"/> Course materials (notes, syllabi, examinations)* <i>*NOTE: Course Materials can be placed on electronic reserves; please complete the Electronic Reserves Permission information on verso.</i>	<input type="checkbox"/> Media _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Library use only <input type="checkbox"/> 2 hours <input type="checkbox"/> 1 day <input type="checkbox"/> 3 day <input type="checkbox"/> 7 day

Library Call Number	Journal/Book Title	Journal/Book Author(s)

Journal volume/issue	Article Title	Article Author(s)

# COPYRIGHT INFORMATION FOR PHOTOCOPIED MATERIAL

Copying for reserve may be done following copyright fair-use guidelines. The Libraries cannot place material on reserve if the instructor fails to obtain copyright permission when appropriate.

## The following information must be provided before photocopied material can be processed:

1. Has copyright permission been requested and granted from the copyright holder for use of this material for this semester?  Yes  No If no, complete 2 and 3 below
2. The total amount of reserve material from this source in relation to the whole for this course for this semester (e.g., one chapter of 12; 3 chapters of 10; 2 articles from an issue of a journal): \_\_\_\_\_
3. Has this material been placed on reserve for a course in the past?  Yes  No  
If so, how many times? \_\_\_\_\_

If you intend to use this material for reserve in future semesters, you must obtain permission from the copyright holder.

**Each faculty member is responsible for obtaining copyright permission as necessary.**

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Signature of Instructor Responsible for Course      Date

(See Library Faculty Information Leaflet #3 *General Interpretations and Information Regarding Copyright and Photocopied Reserve Materials.*)

## ELECTRONIC RESERVES PERMISSION

I give permission for my locally-created course materials (such as syllabi, lecture notes, sample examinations) to be made available to students through the electronic reserves system.

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Signature of instructor responsible for course

For information on the WSU Libraries electronic reserves program, see WWW URL

<http://www.systems.wsu.edu/ereserves/index.html>

## ALLOW UP TO TWO WEEKS FOR MATERIALS TO BE PROCESSED