

Reserve Materials Request

Shoen Library 503-699-6261

Department: _____ Date: _____

Course Title: _____

Course Number: _____

Instructor Name: _____

Instructor Email: _____ Phone: _____

Please select one:

- In-house Reserve Electronic Reserve

Please select a term:

Current Term _____

Annual Reserve (please select only if the course is taught every term)

PLEASE SPECIFY THE LENGTH OF TIME YOU WILL ALLOW STUDENTS TO CHECKOUT ITEMS
(In-house, non-electronic reserve materials only):

- 2 Hours
 4 Hours
 24 Hours
 3 Days
 1 Week

◆ IN LIBRARY USE ONLY? Yes/No

If these items are your personal copies, we will put barcodes in the back of them. Please initial to indicate permission _____.

Please allow at least **5 days** to process your request for in-house reserves and **2 weeks** for electronic reserves. Processing may take longer if copyright clearance is required. (See Below)

If you are placing duplicated material on reserve, such as a photocopied article or book chapter, you must sign this Copyright Permission Statement.

I understand the following:

1. Use of copyrighted material may fall under fair use guidelines for instructional purposes, and copyright permission will not be required.
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3. The library will obtain copyright permission for you, but there may be a delay in processing the request by the date needed. On some occasions publishers will deny copyright permission. The reserves assistant will contact you in the event of a delay or if permission can not be obtained.

Signed: _____

Dated: _____

ALL ITEMS YOU WISH TO BE PLACED ON RESERVE MUST BE LISTED ON THE BACK OF THIS FORM

