

# University of St. Francis Library Reserve Material Request

Please complete all information on the form below when submitting materials of any type for library reserve. Allow at least three weeks from the beginning of the semester in which the materials are to be made available for processing. Please use a separate form for each course. Unsigned forms cannot be accepted. All materials will be removed from USF Library reserves each semester unless notification to retain materials has been received at least 1 week to the end of a semester.

**Instructor Name** \_\_\_\_\_ **Department** \_\_\_\_\_

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

**Copyright Compliance for ALL Course Reserves**

I have reviewed and understand US Copyright Law, and the USF Library Copyright Policy (<http://www.stfrancis.edu/lib/copyright>). Consistent with these regulations, I request that the library make available to students in the aforementioned course the requested media and/or reproductions cited below. I have obtained all required copyright permissions for material usage for this semester and all subsequent semesters for which I may request these materials to placed on reserve. I agree that I am responsible for compliance with the Copyright Act of 1976 (Title 17, U.S.C.). I understand the USF Library will retain this form for its records.

**Materials being submitted** (Complete syllabi w/ highlighted instructions will be accepted in place of this list):

<u>Bibliographic Citation</u>	<u>Special Instructions</u>
<b>Book/AV:</b> Author/Editor, Title, Publisher, Year/Edition, Format (If AV) <b>Article:</b> Author, Title, Journal Title, Vol., Issue, Page Numbers <b>Exam:</b> Title, Date	<b>(Do not make available online,                      3-day checkout only, in-                      building use only, etc.)</b>

**Instructor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Your signature implies agreement with the above terms.

For office use only:

Date accepted: \_\_\_\_\_ Date made available: \_\_\_\_\_ Date to be taken off reserve: \_\_\_\_\_

For electronic reserves, date password information sent to instructor: \_\_\_\_\_ Initials: \_\_\_\_\_