

FACULTY RESERVE FORM

Faculty Name: _____

Course Number: _____ Effective Start Date: _____ thru _____

Course Title: _____

- 1. _____
2. _____
3. _____
4. _____
5. _____

May we enter your photocopied materials in Electronic Reserves? Yes ___ No ___

May we tattle tape your print reserve item? Yes ___ No ___

Is this reserve item your personal copy? Yes ___ No ___

Check out time? ___ Hrs In Library only ___ Overnight OK ___

Other? _____

Please consider the following guidelines when submitting course reserve materials:

- Reserve material should be considered "supplemental" and should be limited to a small part of the required readings/materials for the course.
• An item is subject to Fair Use the first time it is placed on Reserve. Each repeated use of the item by the same instructor, for the same course, will be subject to 17 USC §107, and will require copyright clearance prior to its placement on Reserve.
• Although there are no numerical or percentage limits for use, the larger the amount one uses, the less likely it will be a Fair Use. Thus, no more than one chapter from any book or two articles from a single journal issue can be accepted for Reserves. Visit: http://www.copyright.iupui.edu/ for their "Checklist for Fair Use."
• Miller Library will not pay royalties for making materials available on Reserve.
• Books or other items received through interlibrary loan will not be placed on Reserve.

Faculty Signature _____ Date _____

*****IMPORTANT*****

We will enter all photocopied materials in Electronic Reserves unless told otherwise.

At the end of EVERY semester you MUST pick up all reserve items. Materials will be automatically taken off Reserve if you do not tell us what to do with the items.

Received Materials: DATE: _____ CDA: _____

Reserve Materials Returned to Faculty:

*****NOTE: The Library staff is NOT responsible for loose-leaf materials

DATE: _____ NAME: _____