

**Traditional Reserves**

**JOURNAL/BOOK CHAPTER SUBMISSION FORM**

INSTRUCTOR \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDITIONAL INSTRUCTORS/COURSES USING SAME ITEM: \_\_\_\_\_

EMAIL: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

COURSE NAME: \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_

SEMESTER: \_\_\_\_\_ FALL \_\_\_\_\_ SPRING \_\_\_\_\_ SUMMER      Number of Students \_\_\_\_\_

BEGINNING DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

ENDING DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Only **ONE ARTICLE PER JOURNAL** may be used. Only **ONE CHAPTER PER BOOK** may be used.

Journal Title or Book Title _____
Author _____
Article Title/Book Chapter Title _____
Publication Date _____ Volume _____ Issue# _____ Page Numbers _____ to _____
Publisher _____ Place of Publication _____

Has item been placed on reserve before? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*If yes, permission is needed from copyright owner. The process may take two weeks or longer.*

Do you want the library to obtain the necessary copyright permission? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*If yes, fees will be charged to your department unless otherwise directed.*

Have you already obtained copyright permission? \_\_\_\_\_ Yes \_\_\_\_\_ No  
*If yes, please attach documentation.*

Do you plan to use this item for a subsequent semester? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the material required reading for all students? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Copyright Notice:      WARNING CONCERNING COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "Fair Use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. I agree to the photocopy fair use policy.

By signing this form, I acknowledge that I have read the copyright notice and agree to its terms.

**Signature** \_\_\_\_\_ **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_