

**Traditional Reserves**

**BOOK/AUDIO VISUAL 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: \_\_\_\_/\_\_\_\_/\_\_\_\_

Title _____	
Author _____	Publication Date _____
Publisher _____	Place of Publication _____

Loan Period: \_\_\_\_\_ Library Use only \_\_\_\_\_ Overnight Loan \_\_\_\_\_ 3 Day Loan \_\_\_\_\_ 7 Day Loan

Has item been placed on reserve before? \_\_\_\_\_ Yes \_\_\_\_\_ No

Copyright permission attached? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

*If class notes, syllabi or exam answers, copyright is not applicable.*

Plan to use for subsequent semester? \_\_\_\_\_ Yes \_\_\_\_\_ No

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.

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_