

**Science & Engineering Library
COURSE RESERVE REQUEST FORM**

For Office Use Only
Number _____
Date Rec'd _____
Srch/rec/ord _____
On-line _____
Labels/List Typed _____
Letter _____
Mailed _____
Date Completed: _____

Instructor _____ Course _____ Semester _____
New List _____ Addition to List _____ Number of Students _____
Circulation Period:
2 Hour _____ 1 Day _____ 3 Day _____ 7 Day _____
Campus Address _____ Campus Phone _____
e-mail address _____

PHOTOCOPIES SUPPLIED WERE MADE IN COMPLIANCE WITH COPYRIGHT LAWS

(SIGNATURE) _____ (DATE)
Your signature is necessary for the processing of photocopied materials. (See Below)**

Please provide **call numbers, author(s), and title(s)** for books owned by the library and complete bibliographic information for books to be ordered. Also, provide a **full bibliographic citation** for all photocopies and personal copies you supply. A **table of contents** is required for all photocopies made from books. Lists not completed cannot be processed.

<u>CALL NUMBER</u>	<u>AUTHOR</u>	<u>TITLE</u>

WARNING CONCERNING COPYRIGHT RESTRICTIONS: The copyright law of the United States (Title 17, United States Code) governs the making of photocopies of other reproductions of copyrighted material. Under certain conditions specified in this 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 judgement, fulfillment of the order would involve violation of copyright law.

** The library will obtain copyright permission for photocopies found in the Copyright Clearance Center (CCC) that are not already available in our full-text **Electronic Journals Database** or in **book format** in our collection. Photocopies that are available electronically or in book format should be made available to your students in that format. It is the instructor’s responsibility to obtain permission from copyright owners when needed for any photocopies supplied which cannot be found in CCC. For clarification of copyright laws, please contact UNIVERSITY LEGAL COUNCIL at 257-2936.