

# MULTIMEDIA RESERVE FORM

Faculty must complete a form for the type of multimedia item they wish to put on reserve for their course. Please fill in all information and sign and date the form.

\_\_\_ DVD \_\_\_ CD \_\_\_ VHS \_\_\_ AUDIO \_\_\_ OTHER \_\_\_\_\_

## Citation Information

Title of item \_\_\_\_\_

Publisher \_\_\_\_\_

Place of Publication \_\_\_\_\_ Date \_\_\_\_\_

Producer/Director \_\_\_\_\_

## Course Information

Course \_\_\_\_\_ Instructor \_\_\_\_\_

Semester\* \_\_\_\_\_

Please remove material from the Reserve Collection at the end of the \_\_\_\_\_ semester. This field must be filled in if material is to be placed on Reserve for more than one semester. Additionally, number 1 or 2 under Copyright Compliance must be checked, or you must obtain copyright permission if the material is to remain on Reserve for more than one semester.

## Copyright Compliance

To be compliant with copyright laws, faculty must complete the following information.

1. \_\_\_ The Library owns a copy of this item.
2. \_\_\_ I (faculty member) own a copy of this item.
3. \_\_\_ This item is not owned by the library or myself, and I will only be placing it on reserve for this one semester.\*

\_\_\_\_\_ Department

Print Name

\_\_\_\_\_ Date

Signature

Please note: all incomplete forms will be returned to sender and will delay the process of placing item(s) on reserve. If you have any questions, please contact Richard Erben at 572-7403.

\*Copyright law permits a book, chapter of book, article, or multimedia item to be put on reserve for one semester only. After that you must obtain copyright permission. **After one semester we will return the item to you**, and it cannot be accepted for reserve again unless you obtain copyright permission.