PERIODICAL RESERVE FORM

Faculty must complete a form for each periodical or article from a periodical they wish to put on reserve for their class. Please fill in all information and sign and date the form.

Citation Information

Title of periodical_______________________________________________________

Date_______________________________Vol__________________No._____________

Title of Article_________________________________________________________

Author_______________________________________________________________

Pages_______________

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 periodical/article.

2. _____ I (faculty member) own a copy of this periodical/article.

3. _____ This periodical/article is not owned by the library or myself, and I will only be placing it on reserve for this one semester.*

________________________________________     _____________________________
Print Name                           Department

________________________________________     _____________________________
Signature                           Date

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 call Richard Erben at 572-7403.

*Copyright law permits a book, chapter of book, or article 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.

Rev. 3/05