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.*

________________________________________     _____________________________

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 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.

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