

KRESGE LIBRARY RESERVE REQUEST FORM

- Submit completed form and material **at least 2 days prior** to anticipated use
- Requests are dated and **processed in the order received**
- Materials from other libraries will not be placed on reserve
- **Kresge Library is not responsible for any damaged, lost, mutilated or stolen material**

PLEASE REVIEW COPYRIGHT POLICY HIGHLIGHTS ON REVERSE. SHOULD THERE BE ANY CONCERNS OR QUESTIONS, PLEASE CONTACT THE RESERVE CLERK, MAURINI STRUB, PRIOR TO SUBMITTING YOUR REQUEST.

COURSE: _____

INSTRUCTOR NAME: _____

DEPARTMENT: _____

CAMPUS PHONE: _____

EMAIL ADDRESS: _____

MATERIAL DESCRIPTION

AUTHOR(S): _____

TITLE: _____

COPIES: _____

CALL NUMBER: _____
(only if Kresge book)

If material needs to be copied from Kresge Book or journal, material will be copied at **\$0.10 per page**. Availability may take longer than the usual 48 hours due to processing!

Journal or Book Title: _____

Date _____ Volume _____ Issue _____ Page(s) _____

Departmental Account Number: _____

Signature: _____
mandatory for copy service requests

RESERVE LOAN PERIOD

- 2 HOUR: material remains in library
- 1 DAY: material may leave library
- 2 DAY: material may leave library
- 3 DAY: material may leave library
- 1 WEEK: material may leave library

SEMESTER(S) MATERIAL REMAINS ON RESERVE

Winter _____
please provide year

Summer _____
please provide year

Spring _____
please provide year

Fall _____
please provide year

Copyrighted material will be held for one semester only!

COPYRIGHT POLICY HIGHLIGHTS

Material belonging to the instructor, such as notes, tests and quizzes, will have no copyright restriction.

One copy of chapters, articles, stories, graphs, diagrams, etc. can be placed on reserve for a given course without requiring permission from the copyright owner. Instructor's personal materials are not restricted.

One copy per ten students is considered "reasonable"; however, no more than 6 copies will be accepted, regardless of the number of students enrolled.

Multiple copies must meet standards of brevity, spontaneity, and cumulative effect before they can be made available for reserve.

- Brevity – A maximum of 2,500 words for an article.
- Spontaneity – The decision to use a work and the moment of its use are so close, that writing for permission is impossible.
- Cumulative Effect – Not more than one short poem, article, story, essay or 2 excerpts may be copied from the same author, nor more than 3 from the same collective work or periodical volume during one class term for reserve usage.

Music Guidelines:

- Multiple copies of excerpts may be made available for teaching (not performance) purposes only. Excerpts may not constitute a performable unit such as a section, movement, or aria. The excerpt may not be larger than 10% of the whole work.
- A single copy of an entire work may be made available for teaching (not performance) purposes, if the copyright proprietor confirms that the material is out of print or unattainable except in a larger work and can confirm it.

Audio and Audiovisual works:

- No duplication of audiocassette tapes, CD's, or records will be accepted unless reproduction rights were given at the time of purchase or copyright permission has been granted.

Electronic Reserves:

- Copies of material belonging to the instructor such as notes, tests and quizzes, will be made available without restriction.
- Material covered by copyright law will only be placed on reserve after permission has been granted, and will be password protected to limit use to members of the class.
- Will also be governed by applicable physical reserves guidelines.

Should the material be ineligible for reserves, due to lack of copyright compliance, the ***instructor may pursue one of the following alternatives:***

- Obtain copyright permission from copyright owner. For some journal articles, this is the primary author, and contact information is available with the article. For other articles, the copyright is not held by the author, but rather by the publisher.
- Use an outside agent to procure copyright compliance. A good starting point is The Copyright Clearance Center (CCC) www.copyright.com
- Create a web page and make the material available to the students electronically. Lack of copyright compliance becomes the instructor's responsibility