

FULTON LIBRARY RESERVE REQUEST FORM

ENTIRE FORM MUST BE COMPLETED IN ORDER FOR REQUEST TO BE PROCESSED

Circle One: Electronic Reserve Textbook Reserve Media Reserve

I. Instructor Information

Name (last, first): _____ Date: _____

UVID#: _____ Department: _____ Office #: _____ Mail Stop#: _____

Phone: _____ E-mail: _____

Are you (circle one): Faculty Adjunct Faculty Staff

II. Item Information

Class Name and Course Number: _____

Type of Material (check one): Articles Chapters Exams Notes Syllabi Books
 Videos DVD Other

Owner (circle one): Library Copy Personal Copy

III. Checkout Information

Type of Checkout (circle one):

____ 2 Hour Can Leave Library

____ 2 Hour DOES NOT LEAVE Library

____ 24 ____ 48 Hour Can Leave Library

____ 4 Hour DOES NOT LEAVE Library

Other (please specify) _____

Withdrawal Procedures

____ End of Spring Semester 2017

Upon withdrawal please:

____ Return my removed items to me. Office Number/Contact Info _____

____ Donate removed items to Fulton Library.

____ End of Fall Semester 2017

Upon withdrawal please:

____ Return my removed items to me. Office Number/Contact Info _____

____ Donate removed items to Fulton Library.

____ End of Summer Semester 2017

Upon withdrawal please:

____ Return my removed items to me. Office Number/Contact Info _____

____ Donate removed items to Fulton Library.

Please contact **Print Reserves, x6845, regarding placing items on Textbook Reserve for longer than **one year**.**

Under "Fair use" guidelines, **copies of published items can be placed on Reserve for one semester only** (this rule does not apply to original items – e.g. Books, whole Journals, exams). If you wish the copy to be placed on Reserve after the first semester, we can pursue copyright clearance.

I certify that:

1. This request in no way violates copyright law.
2. I have read the Library's document "Photocopies, Copyright Law and Library Reserve."
3. I'm currently seeking copyright permission, if needed.

Instructor Signature

Date

ALL PUBLISHING INFORMATION MUST BE PRESENT, OR DOCUMENT WILL NOT BE POSTED ON RESERVE

Title of Journal/Book/Video/Exam/Other: _____
Author/ Editor/ Creator: _____
Edition or Volume: _____ ISBN Number: _____
Article Title: _____
Author: _____ Issue #: _____ Date: _____ Pages: _____
Chapter Title: _____
Author: _____ Chapter #: _____ Pages: _____
Web Site (for E-Reserve only) URL: _____

Title of Journal/Book/Video/Exam/Other: _____
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Article Title: _____
Author: _____ Issue #: _____ Date: _____ Pages: _____
Chapter Title: _____
Author: _____ Chapter #: _____ Pages: _____
Web Site (for E-Reserve only) URL: _____