

## Reserves Request Form

### Instructor Information:

Name \_\_\_\_\_  
(first and last name)

E-mail address: \_\_\_\_\_

Department: \_\_\_\_\_

Building, Office #: \_\_\_\_\_

Campus Telephone: \_\_\_\_\_

### Course Information:

Course name: \_\_\_\_\_

Course number: \_\_\_\_\_

Removal Date: \_\_\_\_\_

Special Instructions:

\_\_\_\_\_  
\_\_\_\_\_

New Reserve: \_\_\_\_\_

Add to Existing Reserve for this course: \_\_\_\_\_

### Copyright Compliance:

SIGNATURE BELOW INDICATES THAT I HAVE READ THE BOARD OF REGENTS POLICY ON THE USE OF COPYRIGHTED WORKS IN EDUCATION AND RESEARCH AND CERTIFIES ONE OF THE FOLLOWING:

(1) The copy/copies I am placing on reserve meet(s) the tests of brevity, spontaneity, and cumulative effect and other fair use provisions as defined in those guidelines.

(2) Permission to copy has been obtained by the copyright owner.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Semester and Year)

- Please send your reserve materials with a completed copy of this form to the attention of Rhonda Boozer via campus mail or drop off in person at the Circulation / Reserves Desk.
- You will be notified by e-mail when your request has been processed.
- **Signature acknowledging copyright compliance is required.**

