

University of St. Francis Library Reserve Material Request

Please complete all the information on the form below when submitting materials of any type for library reserve. Allow at least 3 weeks from the beginning of the semester in which the materials are to be made available for processing. Please use a separate form for each course. Unsigned forms cannot be accepted. All materials will be removed from the USF library reserves each semester unless notification to retain materials has been received at least 1 week to the end of the semester.

Please write legibly:

Instructor: _____ Dept: _____

Course Name: _____ Course Number: _____

Copyright Compliance for ALL Course Reserves:

I have reviewed and understand US Copyright Law, and the USF Library Copyright Policy (<http://library.stfrancis.edu/reservespolicy.pdf>). Consistent with these regulations, I request that the library make available to the students in the aforementioned course the requested media and/or reproductions cited below. I have obtained all required copyright permissions for material usage for this semester and all subsequent semesters for which I may request these materials to be placed on reserve. I agree that I am responsible for compliance with the Copyright Act of 1976 (Title 17, U.S.C.). I understand that USF Library will retain this form for its records.

Materials being submitted (**Completed** syllabi with highlight instructions will be accepted in this place of this list):

Bibliographic Information:	Material Type: Circle one	Check out Period: Circle one	For E-Reserve: Supply Link?	End Date: Circle one
Title, Author, etc.	Book Article	In library-4 hour,	Yes	End of Fall semester
	E-reserve	3 day out of library,		End of the Academic year
	DVD/VHS Other	7 day out of library,	No	End of Summer semester
		Faculty use		
	Book Article	In library-4 hour,	Yes	End of Fall semester
	E-reserve	3 day out of library,		End of the Academic year
	DVD/VHS Other	7 day out of library,	No	End of Summer semester
		Faculty use		
	Book Article	In library-4 hour,	Yes	End of Fall semester
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	E-reserve	3 day out of library,		End of the Academic year
	DVD/VHS Other	7 day out of library,	No	End of Summer semester
		Faculty use		

Instructor Signature _____ Date: _____

For Office Use Only:

Date Accepted: _____	By whom: _____	Date Made Available: _____	By Whom: _____
For E-Reserves, date password info sent to instructor: _____			
By Whom: _____			