Electronic Reserves Submission Form

Please fill out a separate form for each individual article or other document that will be part of the electronic reserves on your course page. We apologize for the inconvenience, but it is necessary that we keep thorough records in order to ensure that you and the library are in compliance with copyright law. Thank you for your understanding. (Note: If you choose not to fill out this form for materials that you upload yourself to your course page, it is your responsibility to keep equivalent records.)

Course name:        Course number:

Course semester:       Course department:

Instructor's name:

Instructor's position:   ___ Core Faculty   ___ Adjunct Faculty

Submitter's name (if different from Instructor):

Instructor/Submitter's email:                                   Instructor/Submitter's Phone:

Submitter's position (if different from Instructor):   ___ Faculty  ___ Staff  ___ Student/Work Study

Reserves material documentation
(Optional: Give citation in APA, MLA or other standard format instead of completing italicized fields)

Title of scanned work:

Author of scanned work:

Source of scanned work:   ___ Book       ___ Journal       ___ Other

Source title:

Source volume and issue (if journal):

Page range in source material:       Total number of pages used:

Source publication information (Place, publisher, date):

Copyright status of source:   ___ Copyright registered [published, usually]
                            ___ Copyright not registered [unpublished, usually]
                            ___ Public domain [copyright expired or waived]
                            ___ Not specified [unknown]

Material will be uploaded:   ___ By the instructor or submitter.
                            ___ By the library-- hardcopy sent via interoffice mail.
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                            ___ By the library-- file emailed as an attachment.

Material belongs in a particular folder/week:   ___ No   ___ Yes -- Please specify:
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Nature of copyrighted work: ___ Factual  ___ Published

How much of copyrighted work will be used:
___ Small amount of the work
___ Does not include "heart" of the work (e.g., the text at the heart of a critical edition, or the proof at the heart of a math paper)

Effect of use on market for copyrighted work:
___ You or the library already own a lawfully acquired copy of the work
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___ You can't identify the copyright holder
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Restricted Access:  ___ Yes [password protected]

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Purpose of use:  ___ Commercial  ___ Entertainment  ___ For profit

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___ Creative  ___ Entertainment  ___ Consumable (e.g., worksheets)

How much of copyrighted work will be used:
___ Large portion or the entire work  ___ Includes "heart" of the work

Effect of use on market for copyrighted work:
___ Replaces sale of the work  ___ Many copies made
___ Market or potential market for the work reasonably expected to be damaged

Restricted access:  ___ No [on open Internet]