



# RESERVES REQUEST FORM

McCain Library  
Erskine College and Seminary

Date \_\_\_\_\_

Instructor: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Course Number (i.e. EN 407): \_\_\_\_\_ Course Title (i.e. Shakespeare): \_\_\_\_\_

Number of Students (approx.): \_\_\_\_\_ Date to go on reserve: \_\_\_\_\_ Date to come off reserve: \_\_\_\_\_  
(Please allow 24 hours)

## INSTRUCTIONS AND GUIDELINES

- Use this form to submit books, photocopies, audio-visual, and electronic materials for placement on course reserves. Requests for placement of materials on course reserves must be accompanied by this form. Fill in the information for the items on the back of this form. Alternatively, you may attach a bibliography of reserve items to this form.
- Materials must be submitted in advance in order to be available for students. PLEASE ALLOW A MINIMUM 24-HOUR TURNAROUND TIME. Items that must be purchased by the library may take up to 2-3 weeks.
- Please supply as much pertinent information as possible for each item to be placed on reserve (i.e., author, title, source, page numbers, etc.). When possible, supply call numbers for library-owned titles.
- All photocopied materials and electronic files must be furnished by the instructor.
- **All instructors are responsible for complying with copyright law. YOU MUST SIGN THE COPYRIGHT WAIVER BELOW. FORMS WITH UNSIGNED WAIVERS CANNOT BE ACCEPTED.**
- Photocopied items which have never been placed on reserve or used in a course pack will be placed on reserve for **one semester** under the Fair Use provision of copyright law. To comply with this provision, the following conditions must be met:
  - ✓ Compliance with the four factors of fair use as defined in the U.S. Code, Title 17, Section 107.
  - ✓ You have NOT used these copies in a previous semester, and the copies are for one course only.
  - ✓ Not more than three (3) copies made from a collected work or periodical volume during one class term.
  - ✓ Not more than a single chapter and less than ten percent of the total work are photocopied from a book.
- For photocopied/reproduced items not covered under fair use, permission for use must be sought from the copyright holder. Instructors are responsible for obtaining copyright permission, when necessary. The library can assist in this process.
- For multiple copies of any given photocopied item, there is a limit of 1 copy per 10 students enrolled in the class.
- All materials will be removed from reserves at the end of the semester and returned to the instructor.

A form letter for requesting copyright permission is available at <http://www.erskine.edu/library/copyright/permission.htm>.

### COPYRIGHT WAIVER

The Copyright Law of the United States (Title 17, United States Code) governs the photocopying or other reproductions of copyrighted materials. McCain Library reserves the right to refuse to accept copied materials for course reserves if, in its judgment, fulfillment of the request would violate copyright law.

You **must** have copyright permission if you are placing material on reserve for a second semester. Contact Betsy Elsner for assistance at the Circulation desk (379-8714 or [belsner@erskine.edu](mailto:belsner@erskine.edu)).

By signing this form, I signify that the list of materials to be placed on reserve either are not copyrighted or comply with federal copyright law for course reserve use or permission has been granted.

\_\_\_\_\_  
Instructor's signature

\_\_\_\_\_  
Date

Questions about this form or course reserves?  
Contact Betsy Elsner at the Circulation Desk (379-8714 or [belsner@erskine.edu](mailto:belsner@erskine.edu)).

## Turn this form over to list reserve items.

## RESERVE ITEMS LIST

Note: An additional sheet may be attached if you have more than five items to place on reserve.

AUTHOR of book or article/chapter	TITLE of book, video, music, etc. or article/chapter	SOURCE (copies only) <u>Journal</u> : Title, Vol./No., Year, Page numbers, and Publisher (if known) <u>Book</u> : Title, Author/Ed. of book, Publisher, and Publication date	Call # (if known)	Item Type (check one):	No. of Copies	Loan Period (check one):	Library or Personal Copy? (check one):
				<input type="checkbox"/> Book <input type="checkbox"/> Photocopy <input type="checkbox"/> Audiovisual <input type="checkbox"/> Electronic <input type="checkbox"/> Other		<input type="checkbox"/> 3 hr. (in library)  <input type="checkbox"/> 7 day	<input type="checkbox"/> Library  <input type="checkbox"/> Personal
				<input type="checkbox"/> Book <input type="checkbox"/> Photocopy <input type="checkbox"/> Audiovisual <input type="checkbox"/> Electronic <input type="checkbox"/> Other		<input type="checkbox"/> 3 hr. (in library)  <input type="checkbox"/> 7 day	<input type="checkbox"/> Library  <input type="checkbox"/> Personal
				<input type="checkbox"/> Book <input type="checkbox"/> Photocopy <input type="checkbox"/> Audiovisual <input type="checkbox"/> Electronic <input type="checkbox"/> Other		<input type="checkbox"/> 3 hr. (in library)  <input type="checkbox"/> 7 day	<input type="checkbox"/> Library  <input type="checkbox"/> Personal
				<input type="checkbox"/> Book <input type="checkbox"/> Photocopy <input type="checkbox"/> Audiovisual <input type="checkbox"/> Electronic <input type="checkbox"/> Other		<input type="checkbox"/> 3 hr. (in library)  <input type="checkbox"/> 7 day	<input type="checkbox"/> Library  <input type="checkbox"/> Personal
				<input type="checkbox"/> Book <input type="checkbox"/> Photocopy <input type="checkbox"/> Audiovisual <input type="checkbox"/> Electronic <input type="checkbox"/> Other		<input type="checkbox"/> 3 hr. (in library)  <input type="checkbox"/> 7 day	<input type="checkbox"/> Library  <input type="checkbox"/> Personal

Have you remembered to sign the copyright waiver on the reverse side? Forms with unsigned waivers cannot be accepted.