REQUEST TO PLACE MATERIAL ON RESERVE: BOOK/VIDEO/CD/ DVD

Complete one form for each title and bring with item(s) to be placed on reserve to the Circulation Desk.

**Instructor Information:**
Name of Professor: ___________________________ Department: _______________________

E-mail: ___________________ Phone: ___________ Campus Address ________________

**Course Information:**
Course Name: ___________________________ Course Number ______________________

Semester/Year*: _________________________ # Students in Class ____________

* You may place an item on Permanent Reserve if it is to be used in several successive semesters. Items placed on Permanent Reserve will be reviewed for renewal every two years.

**Would you like this item to be placed on Permanent Reserve?** ___ Yes ___ No

**Item Information:**
Reserve Start Date: _____________ Personal Copy _________ Library Copy _____________

Title: _________________________________ Publisher: ____________________________

Author/Editor: _________________________ Publication Year: ______________________

Book _____ DVD _______ CD _______ Other (please specify)____________________

**Type of Reserve:** (please check one)

Restricted to in-library use: ___ 1 Hour   ___ 2 Hour   ___ 3 Hour

May be taken out of the library: ___ 1 Day   ___ 3 Day   ___ 7 Day

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**General copyright guidelines for items to be placed on reserve:**

- Most publishers’ solution manuals may be placed on reserve without copyright permission.
- Notes, homework, guides, etc. written by professors may be placed on reserve without copyright permission.
- Items borrowed from other libraries may not be placed on course reserve.
- Samples of papers written by students may be placed on reserve after students sign a permission form. [http://www.salisbury.edu/library/reserves/docs/studentcopyrightpermission.pdf](http://www.salisbury.edu/library/reserves/docs/studentcopyrightpermission.pdf)
- If materials are to be used for more than one semester or otherwise do not fall within the “Fair Use” copyright guidelines for educational purposes, the library will initiate the process of trying to secure copyright clearance from the copyright owner(s). Securing such clearance may not always be possible.

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**Library Use Only:**
Date Received: ___________________________ Accepted By: ______________________