

University of Oregon Libraries
Reserve Request List

Received by: _____ Date / Time: _____

Date completed: _____

Initials: _____

Office Use Only

Instructor(s)

E-mail address

Phone

Dept./Course number
(for sequential courses, please list all)

Course Title

of students

 F W Sp Su
Term (mark all that apply)

Year

Copyright Compliance

By my signature I confirm that:

a) my use of any duplicated materials listed falls within the Fair Use provisions of the Copyright Law (<https://www.copyright.gov/title17/92chap1.html#107>);

or b) the materials are in the public domain;

or c) I have permission from copyright holders to place the material on reserve;

And (if submitting student works) that I have written permission to place student works on reserve in accordance with FERPA (Family Education Right to Privacy Act) regulations.

Faculty signature: _____

Reproduced materials not accompanied by a signed Reserve Request List will be returned.

1. Please submit a current syllabus for each course.
2. Please indicate by which week (Monday) of the term materials are needed by your students so that we can schedule staff processing time most efficiently to meet your deadlines.
3. Personal materials (such as books or videos) may be placed on reserve. Staff will label and barcode all personal materials. Be sure your name is on your materials, and please do not place valuable or irreplaceable items on reserve. **UO Libraries are not responsible for personal items that are lost or damaged while on loan.**

Please list the materials you want on reserve on the back of this form.

Instructor name: _____ Course: _____

List library-owned material or personal items

<i>Staff use</i>	Week needed by:	Call Number (leave blank for personal items)	Author	Title	No. of copies*

Most materials require 4-8 days processing time. By submitting your reserve lists early and/or gathering materials from the shelves, you may shorten the processing time. Material will be ready by Monday of the week of the term materials are needed by your students if this list is submitted by the deadline. Reserve service is intended for **Required Reading/Viewing Only**. The recommended limit on the number of titles on Reserve is 30 per class. Reserve materials are in closed stacks and are not available for browsing by students.