

University of Oregon Libraries

Reserve Request List

Received by: _____ Date / Time: _____

Job # : _____

Date completed: _____

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 the duplicated materials listed falls within the Fair Use provisions of the Copyright Law;
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.

Student Work: If you are placing originals or copies of student work or videos of student performances on reserve you must have on file written permission from that student. Student work from current or past terms is protected under FERPA (Family Educational Right to Privacy Act). The student identification number cannot be on the papers placed on reserve. We recommend that the grade also not be present. (If the grade appears, you should document that the students have been made aware of this before they signed the permission statement.) For more information about FERPA please see http://libweb.uoregon.edu/acs_svc/ferpa.html.

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.
4. Please list the materials you want on reserve on the back of this form.
5. If you have any questions or concerns, please contact the Knight Reserves Coordinator at knires@uoregon.edu.

Instructor name: _____ Course: _____

List library-owned material or personal items

<i>Staff use</i>	90 min	4 hour	6 hour	24 hour	Week needed by:	Call Number (leave blank for personal items)	Author	Title	No. of copies*

*No more than 2 copies per item. Additional copies will be returned via campus mail.

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.