

## Reserve Materials Form

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Course Name & Number: \_\_\_\_\_

**Permanent Reserve** \_\_\_\_ **OR Semester Reserve:** Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_

### **BOOKS**

TOTAL # of books: \_\_\_\_\_

Instructions (check one): Library Use Only: \_\_\_\_ OR Overnight: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

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### **ARTICLES / BOOK CHAPTERS**

Instructions: Electronic Access\*: \_\_\_\_ OR Print: \_\_\_\_\_

\*Electronic Reserve (ERes) **Course Password** (5+ characters): \_\_\_\_\_

- Electronic Reserve passwords must change every semester for every course
- USG policy requires that Electronic Reserve material be removed at the end of every semester
- If copyrighted materials are available on GALILEO or similar resources, ERes pages must display links to the materials instead of scanned copies.

Faculty placing copies of articles or book chapters on ERes/Reserves must read and sign the following:

I have completed a fair use analysis for all copyrighted material submitted for inclusion on Electronic Reserves and my use of these materials meets the fair use standard, or I have written permission from the copyright holder to use these materials. I understand that I am personally responsible for following all Georgia Board of Regents policies on copyright.

**Faculty signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### **Copyrighted items submitted**

For book chapters, please supply the book author or editor, the book title, place of publication, publisher, publication date, and chapter number or title.

For articles, please supply the article author, title, journal title, volume number, issue date, and page numbers.

1. \_\_\_\_\_  
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Copyrighted items submitted (cont.)

For book chapters, please supply the book author or editor, the book title, place of publication, publisher, publication date, and chapter number or title.

For articles, please supply the article author, title, journal title, volume number, issue date, and page numbers.

2. \_\_\_\_\_  
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3. \_\_\_\_\_  
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