

## Reserve Materials Form

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

Dept: \_\_\_\_\_

Semester: \_\_\_\_ Fall \_\_\_\_ Spring \_\_\_\_ Summer

Course name, number, and section: \_\_\_\_\_

### **BOOKS** (Available in print only with AASU ID)

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

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

Other: \_\_\_\_\_

### **ARTICLES / BOOK CHAPTERS** (Available in print copy with AASU ID or electronically with password)

Instructions: ERes\*: \_\_\_\_ Print: \_\_\_\_\_

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

- ERes passwords must change every semester for every course
- USG policy requires that ERes 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 ERes 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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\_\_\_\_\_

\_\_\_\_\_ Posting of this material qualifies as fair use and I have completed and filed the USG Fair Use Checklist, or I have written permission for the use of this material.

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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4. \_\_\_\_\_  
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5. \_\_\_\_\_  
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