



Instructor Name (print legibly): \_\_\_\_\_

Instructor Signature: \_\_\_\_\_

E-Mail: \_\_\_\_\_@memphis.edu Office Ext. \_\_\_\_\_ Date: \_\_\_\_\_

**RESERVES**

The Reserve Room is where instructors place supplemental material i.e., articles, sample tests, study guides, etc. for student use. It is also where instructors place textbooks, syllabi, videos and audiocassette tapes. The Reserve Room is available to students during regular library hours.

**The Library can not be responsible for damage or loss of any personal material(s) submitted for reserve. Several students check-out material, therefore items being damaged or not returned by a student is possible.**

**COPYRIGHT RESTRICTIONS**

The copyright law (1978) of the United States governs the making of photocopies or other reproductions of copyrighted material. Photocopies or reproductions can be placed on Reserve only under these conditions:

- They will be used solely for private study, scholarship, or research.
- The total amount photocopied from one source does not exceed "Fair Use" of the material.
- A copyright compliance statement with bibliographic information is included on the first page.
- Under the Digital Millennium Act (1998), "Fair Use" is described as:
  - No more than 3 copies of anything
  - No more than 1 article per individual periodical, magazine, or newspaper
  - No more than 1 chapter per book

Copies of journal articles may only be used for one semester without getting written approval of the copyright holderp  
Copyright permission may be obtained from the owner of the copyright or from the Copyright Clearance Center.

***This institution reserves the right to refuse any material that violates the copyright law.***

**1. Placing Materials on Reserve**

Each semester, the instructor is responsible for bringing any books, copies, or videos to the Reserve Room. While it is encouraged that copies of articles, chapters or other reprints be delivered to the library in individual folders or binders, it is not required. Please allow three (3) business days to process your request. Processing may take longer at the start of the semester. If copyright guidelines are met, you may place the following materials on reserve\*:

- U of M library books (it is not necessary for you to check them out first)
- Personal books
- Copies of articles from newspapers, journals, magazines and the internet
- Videos, CDs, DVDs, Audiocassette Tapes (no commercial vendors or other libraries)

*\*Any material other than that listed above may need special consideration and is subject to approval. Please contact the Reserve Room Manager at [cnhrris2@memphis.edu](mailto:cnhrris2@memphis.edu).*

**2. Permanent Reserve**

Permanent Reserve in the University Libraries provides access to items that require an extra level of security, most often because of their content and format. Checkout options vary from 2-hour to 30-day loan periods. Formats appropriate for consideration in Permanent Reserve include:

- Example: Old Tests composed by instructor
- Articles composed by instructor
- High-demand titles prone to theft and/or mutilation

Department: \_\_\_\_\_ Course No. \_\_\_\_\_

Course Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Please print the titles and call numbers (if applicable) on the back of this sheet or attach a print out of items going on reserve.**

**What type of access should students have to this material?**

- \_\_\_ 2-hour check-out (stays in library - can make copies)
- \_\_\_ 4-hour check-out (may leave library - can make copies)
- \_\_\_ 24-hour check-out (Overnight, must be returned by 5:30 next day)
- \_\_\_ 72-hour check-out (3-days out)
- \_\_\_ 7-day check-out (Extended loan period for classes that meet once a week)