



COURSE RESERVE REQUEST FORM
University of Toledo Carlson Library



Department Name and Course Number _____
 Instructor(s) _____
 Phone _____ E-mail Address _____
 Semester(s) _____

I certify that this reserve request complies with the requirements of the Copyright Act (17, U.S. Code) as it applies to photocopied material (see "Copyright Restrictions" below).

Signature _____ Date _____

(Instructor assumes responsibility for all materials meeting copyright guidelines. Signature is required for materials to be placed on reserve)

Copyright Restrictions:

- Photocopied materials may not be kept on Reserve for consecutive semesters without written permission by the copyright holder.
- Entire books or significant portions thereof (approximately 20% or more) will not be scanned, or photocopied, without written permission from the copyright owner. The book itself, however, may be placed on reserve.
- The use of student-created materials requires permission from the copyright holder—the student. Depending on content, additional permissions/waivers may be necessary, i.e., FERPA.

For additional information on copyright compliance, please see the Copyright Clearance Center at:

<http://www.copyright.com/Services/copyrightoncampus/>

Submission Information:

- **Please submit a separate reserve request form for each course.**
- **Requested books or photo copies must be submitted along with this form.**
- Reserves should be submitted **7-10** days prior to date needed, and are processed in the order received.
- Print reserves will circulate for two hours unless otherwise specified.
- Materials should be dropped off at the Carlson Library circulation desk, or mailed to MS 509.
- Materials to be placed on electronic reserves may be sent, along with a copy of the request form, to Jessica.Keeler@utoledo.edu or reserve@utnet.utoledo.edu
- Materials will be removed at the end of each semester, unless a different date has been requested.
- Personal books and audiovisual materials will be returned to the instructor's office by campus mail. Photocopies will not be returned, unless requested.
- The Library will not be responsible for replacing lost materials, although every effort will be made to see that this does not occur.

Questions? Contact Jessica Gonzalez at 419.530.8556 or Jessica.Keeler@utoledo.edu OR

Janet Douglas at 419.530.2894 or Janet.Douglas@utoledo.edu

You may also direct submissions/questions to reserve@utnet.utoledo.edu

CALL NUMBER (BOOKS ONLY)	AUTHOR	TITLE	CHECKOUT PERIOD	OFFICE USE
(1)				ON
				OFF
(2)				ON
				OFF
(3)				ON
				OFF
(4)				ON
				OFF
(5)				ON
				OFF

***Checkout periods: 1-hour, 2-hour, 3-hour, 3-day, 7-day**

CALL NUMBER (BOOKS ONLY)	AUTHOR	TITLE	CHECKOUT PERIOD	OFFICE USE
(6)				ON
				OFF
(7)				ON
				OFF
(8)				ON
				OFF
(9)				ON
				OFF
(10)				ON
				OFF
(11)				ON
				OFF
(12)				ON
				OFF
(13)				ON
				OFF
(14)				ON
				OFF
(15)				ON
				OFF
(16)				ON
				OFF
(17)				ON
				OFF
(18)				ON
				OFF
(19)				ON
				OFF
(20)				ON
				OFF
(21)				ON
				OFF
(22)				ON
				OFF
(23)				ON
				OFF
(24)				ON
				OFF
(25)				ON
				OFF

***Checkout periods: 1-hour, 2-hour, 3-hour, 3-day, 7-day**