Add Materials to Course Reserves
(Reserves Material Form)

For: Henderson □ or Lane □ or Both Libraries □

* Fields with an asterisk are required

* Instructor: _________________________________  * Date: __________________

Address: __________________________________ Phone Number: __________________

Email: ________________________________

COURSE INFO:
Course CODE: ____________________ Course Name: __________________________

Removal Date: Permanent Reserve □ or Semester Reserve: Fall □ Spring □ Summer □

BOOKS:
Total # of Books: __________________

Instructions: Library Use Only: 1 □ 2 □ or 4 Hours □

Daily Use 1 □ 3 □ or 7 Days □

Do you expect high demand/for instance key reading for test? Yes □ No □

(NOTE: Only 1 entry needed for copies of the same item.)

1. Title: ____________________________________________________
   Author: _______________________________________________
   Call number: ___________________________________________
   #Copies__________________________

2. Title: ____________________________________________________
   Author: _______________________________________________
   Call number: ___________________________________________
   #Copies__________________________

3. Title: ____________________________________________________
   Author: _______________________________________________
   Call number: ___________________________________________
   #Copies__________________________

4. Title: ____________________________________________________
   Author: _______________________________________________
   Call number: ___________________________________________
   #Copies__________________________

5. Title: ____________________________________________________
   Author: _______________________________________________
   Call number: ___________________________________________
   #Copies__________________________
Articles/Book Chapters Instructions: Electronic Access (EReserves)

Instructors, must provide a password for each course that has electronic reserves attached.
Electronic Reserves (EReserves) 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, EReserve pages must display links to the materials instead of scanned copies.

Faculty placing copies of articles or book chapters on EReserve 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: _______________

************

Copyrighted Items Submitted

Instructors placing copies of articles or book chapters on EReserve must review USG Copyright rules and click the link below, selecting yes if you accept.

Reviewed and Accepted: Yes _____ No ______

If you prefer not to submit electronically, you may print a PDF version of the form to submit instead.

➢ For scanning 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.
➢ Instructor will keep a copy fair use checklist and send copy to Reserves department.

*******

1. ____________________________________________________________

___________________________________________________________

☐ Posting of the material listed above qualifies as fair use and I have completed form and will send the USG Fair Use Checklist, or I have written permission for the use of this material.

2. ____________________________________________________________

___________________________________________________________

☐ Posting of the material listed above qualifies as fair use and I have completed form and will send the USG Fair Use Checklist, or I have written permission for the use of this material.
3. __________________________________________________________________________

☐ Posting of the material listed above qualifies as fair use and I have completed form and will send the USG Fair Use Checklist, or I have written permission for the use of this material.

4. __________________________________________________________________________

☐ Posting of the material listed above qualifies as fair use and I have completed form and will send the USG Fair Use Checklist, or I have written permission for the use of this material.

5. __________________________________________________________________________

☐ Posting of the material listed above qualifies as fair use and I have completed form and will send the USG Fair Use Checklist, or I have written permission for the use of this material.

6. __________________________________________________________________________

☐ Posting of the material listed above qualifies as fair use and I have completed form and will send the USG Fair Use Checklist, or I have written permission for the use of this material.

June 2018