

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.

http://www.usg.edu/copyright/documents/fair_use_checklist.pdf

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.

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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.

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