

Robert A. L. Mortvedt Library
Audio-Visual Reserve Request Form

Date: _____

Information on submitting material for Course Reserves is available on our library website in the Library Catalog.
Navigate to Course Reserves and scroll down to "Guidelines for Faculty." Copyright information is included.

Dept: _____ Course No: _____ Sec No: _____ Course Name: _____

Instructor: _____, _____ Email: _____ Ext: _____
Last name First Initial (only if a non-PLU address)

If you are Team Teaching, and items should be listed under other instructor(s), please indicate name(s):

Material Type: Video DVD Audio Tape
 CD CD-rom Slides
Reserve Status 2 hours 24 hours 3 days 1 week

Personal copies of media material will be affixed with call #'s and barcodes.

If non-PLU material, please supply title(s) _____

Effective Date: _____ Removal Date: _____

Request for Streaming Media: Place audio files and video clips online.

(eCourse required - see your Reserves Specialist for further information)

CD: Title: _____
Tracks to be titled as: (if different from CD track names:)
Track nr: _____ Track title: _____
Track nr: _____ Track title: _____
Track nr: _____ Track title: _____

VHS: Title: _____ Clip range nrs: _____ - _____

DVD: Title: _____ Scene selection nrs: _____

COPYRIGHT COMPLIANCE AGREEMENT

The copying and use of audio-visual materials is strictly controlled by the Copyright Act of 1976, Title 17 of the United States Code, in particular, section 110. [<http://www4.law.cornell.edu/uscode/17/ch1.html>] and the TEACH ACT of 2002. [<http://www.lib.ncsu.edu/scc/legislative/teachkit/overview.html>]. It is the responsibility of the faculty member to insure compliance with the Copyright Law. I affirm that any material that I have placed on reserve this term complies with the Copyright Law or permission has been obtained for use or reproduction.

Instructor's Signature: _____

COMMENTS: _____

THE LIBRARY IS NOT RESPONSIBLE FOR THE LOSS OR DAMAGE OF PERSONAL COPIES