

Robert A. L. Mortvedt Library  
**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):

**Print and Electronic requests:**

**Excerpts** (not books) to be placed on reserve as  Print only  Electronic only  Print & Electronic

List **Excerpts** on Reserve: (PLU books are automatically listed in the system as Title/Author)

Title/Author  Author/Title  As noted on the Folder Label  As noted in the Attached Syllabus

Other: \_\_\_\_\_

**RESERVE STATUS** for print material:  2 hours  24 hours  3 days  1 week

**TERM STATUS:**  Fall  J-Term  Spring  Summer

**Books that are personal copies will be affixed with security strips, call #'s and PLU barcodes.**

In general, reserves will be processed on a "First-Come, First-Served" basis. Submitting a class syllabus or timeline will help to prioritize large submissions and every effort will be made to meet your deadlines.

**Please allow sufficient processing time during peak periods of activity at the beginning of each term.**

Print reserves: allow 3 days

Electronic reserves: allow 2-3 weeks

**All excerpts will be returned each term. It is the instructor's responsibility to comply with copyright law and to ensure that all pages are in order and present if materials are to be resubmitted.**

**A new Copyright Compliance Agreement must be signed for every term reserve materials are used.**

**COPYRIGHT INFORMATION:**

*Mortvedt Library's policy regarding photocopies for course reserve is to accept photocopied material from faculty for placement on course reserves, per the faculty member's request, WITH THE UNDERSTANDING THAT THE FACULTY MEMBER HAS COMPLIED WITH THE REQUIREMENTS OF THE COPYRIGHT LAW. It is the faculty member's responsibility to perform the copying and to do so in compliance with the law. Library personnel will NOT make determinations as to the legality or illegality of a particular photocopying job.*

**COPYRIGHT COMPLIANCE AGREEMENT**

*I recognize that photocopied items placed on reserve may be protected by copyright and may require permission from the copyright owner. I affirm that any material that I have placed on reserve this term meets the Fair Use Guidelines for Educational and Reserve Use of Photocopied Copyrighted Material or permission has been obtained for reproduction.*

*Instructor's Signature:* \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

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