

*** Georgia Perimeter College * JCLRC Clarkston Campus * Reserves Form ***

This completed form must accompany all materials to be placed on reserve. Print form, sign, and submit to the Circulation Desk. **(Please allow 1 week for processing)**

Name: _____ E-mail Address: _____
Phone Number: _____ Faculty Status: Part-Time Full-Time
Course Name and No. : _____ Semester on reserve: Fall _____ Spr _____ Sum _____

Copyright See BOR Policy at: <http://www.usg.edu/copyright/>

Before the JCLRC will place any materials on reserve, the faculty member presenting the materials must complete and sign this form. **Systematic single copying of copyrighted materials on reserve is not permissible.**

Instructor's Statement

The Copyright Law of the United States (Title 17, U.S.C.) governs the making of photocopies or other reproduction of copyrighted materials. I understand that the unauthorized use of copyrighted materials is a violation of this for which I may be liable. IMPORTANT: Please review the [fair use checklist](#).

Has the fair use checklist been completed? ___Yes ___No

Will you seek the copyright holder's permission, if necessary? ___Yes ___No

I understand that by signing this document, I am accepting full responsibility for any violations of the copyright law that the reproduction of these materials for placement on reserve may entail.

Signature Date

Loan Period

___ 2 hours/in-library use only ___ 1 day ___ 2 days ___ 1 week

E-reserves

Entire books cannot be placed on e-reserve. Book chapters or articles are acceptable. **Each course should have a separate password.**

Password for e-reserves: _____ (This should be lower case with both letters and numbers)

Notifications

You will be notified by e-mail when your items have been processed. **Please DO NOT ASSIGN READINGS BEFORE YOU RECEIVE NOTIFICATION!** Please let your students know your e-reserves password and the assigned item numbers on your syllabus or in an addendum to your syllabus. The library will not give out passwords at the desk.

(Turn Over)

Reserve Items

