

**DePauw University Libraries**  
**Reserve & e-Reserve Request Form 2005-2006**

**Circle Term:    Fall    Winter Term    Spring**

**For Fastest Processing:**

- Please allow 72 hours for processing reserves at the beginning of the semester and 24 hours during the remainder of the semester.
- Students can access reserve items more quickly if the call number of the item is listed on their course syllabus.
- Please submit only single-sided, 8.5x11" copies for e-reserves processing.
- Some library materials needed for reserve may be checked out to other patrons, so please allow time for items to be recalled.
- If placing a video or DVD on reserve, please let us know what date(s) it will be viewed.
- Questions about reserves can be directed to Connie Cree (ccree or x4431).

**INSTRUCTOR INFORMATION:**

Instructor: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**COURSE INFORMATION:**

Course Title (one form per course): \_\_\_\_\_

Course #: \_\_\_\_\_ List cross-listed courses here: \_\_\_\_\_

**RESERVE INFORMATION (circle all that apply):**

- 1) Online Reserve using Blackboard – articles only
- 2) Media Reserve
- 3) Article/Book Reserve at library circulation desk housed at  
(circle one) Roy O. West Library    Music Library    Prevo Library

**COPYRIGHT INFORMATION:**

For questions related to copyright, please contact Krista Knapp (kknapp or x4656).

*Copyright Liability Clause:*

**Please Read Carefully – Warning Concerning Copyright Restrictions – Must be signed before form may be processed.** The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproductions. One of these conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if it is judged that fulfillment of the order would involve violation of copyright law.

*I accept full responsibility for all photocopies that I am providing to be placed on reserve for the course listed above. These photocopies have been done in compliance with Copyright Law (17 USC, Section 107).*

\_\_\_\_\_  
*Signature of Instructor*

\_\_\_\_\_  
*Date*

