



Today's Date: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

<http://lib.nmsu.edu/reserves/resindex.html>

## Reserve List Form Access Services Circulation/Reserves Desk

**"Fair use" guidelines will be applied to all items placed on reserve in electronic OR print format.** 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 reproduction. One of these specified 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.

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Course(s):** \_\_\_\_\_

**Number of students in this/these course(s):** \_\_\_\_\_

**On reserve for (circle one):** Fall      Spring      SSI or SSII      Year: 20\_\_\_\_\_

**Loan periods for *Library Use Only* (circle one):** 30 minutes      1hr      2 hrs

**OR *May Leave Library for* (circle one):** 2 hrs      1 day      3 days      7 days

- **All passwords for electronic reserves will be provided to the requestor of this reserve list via email and in print format. Normally, articles, chapters, exams, lecture notes, etc. will be available exclusively in electronic format. *It is solely the instructor's responsibility to provide their students with any library-assigned, e-reserve course passwords. Access is only to the students enrolled in this course(s). Any other access provided is at the discretion of the professor.***
- **The staff will retrieve library-owned material for this list. Any items that are checked out will be immediately recalled. Most personal copies will be accepted for reserve. Consumables will not be accepted.**
- **Please attach a list of all items to be processed for reserve. Complete bibliographic information **MUST** be included in order to process items for copyright clearance.**
- **Reserve lists are processed on a first-come, first-served basis. Every effort will be made to process reserves as soon as possible; however, incomplete information may delay processing.**

Instructors's Name: \_\_\_\_\_ Course #(s): \_\_\_\_\_

**NMSU Library Policy #011:** *An item is subject to Fair Use the first time it is placed on reserve. Each repeated use of the item by the same instructor, for the same course, will be subject to U.S. Code Title 17, Section 107, and will require copyright clearance prior to its placement on reserve.*

The Library will attempt to obtain copyright permission for protected materials *ONLY* through the Copyright Clearance Center on behalf of a requesting faculty/staff member. Copyright fees vary and will be charged back to the requestor's department upon their approval.

**FOR THE REQUESTOR:**

By signing below, I verify that I am aware there may be copyright clearance fees associated with this reserve list. I understand that after reviewing the materials on my list, the Library Reserves staff will provide me with a price quote for any fees that might be assessed by the Copyright Clearance Center. Upon receipt of the price quote, I will have the option of either accepting or rejecting the fees. If I approve the fees, the Library will charge my department's account. If I reject the fees, the materials with corresponding fees will not be processed.

Fund/Account Number: \_\_\_\_\_

Requestor's Department: \_\_\_\_\_

Approved/Authorized by (Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR RESERVES STAFF:**

Price quote accepted on \_\_\_\_\_  
Date

Per \_\_\_\_\_ via \_\_\_\_\_

Price quote rejected on \_\_\_\_\_  
Date

Per \_\_\_\_\_ via \_\_\_\_\_

**Total Amount Charged to Department \$** \_\_\_\_\_

Any copyright protected item(s) deemed non-compliant with NMSU Library policy and/or U.S. copyright law will not be placed on reserve. If the requestor of this list has independently obtained copyright clearance, documented verification of the permission(s) granted must be attached to this reserve list form. *Thank you for using the NMSU Library Reserves Services.*