

# Items to be placed on Reserve

Instructor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please select the checkout period you want for the item:

- 3-day Checkout
- 2-day Checkout
- 3-hour/overnight checkout
- 2-hour/in-library use only checkout
- Online (please provide a title for the article): \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

If no box is marked, then materials will be placed on 3-day reserve. NOTE: all photocopied articles will be placed online, unless they are bound (e.g., by the Printing and Postal Office).

## NOTICE OF COPYRIGHT COMPLIANCE

I, the undersigned, hereby state that to the best of my knowledge any and all materials that I am placing on reserve are in compliance with the "fair use" provisions of U.S. copyright law. By signing this notice, I state that I understand that the William A. Blakley Library has no culpability if the aforementioned materials are in violation of U.S. copyright law.

\_\_\_\_\_  
Instructor's Signature/Date