

COCC-OSU/CASCADES CAMPUS LIBRARY RESERVE REQUEST FORM

Instructor: _____ Dept/Course No: _____ Course Title: _____

Term: _____ Year: _____ Phone: _____ E-mail Address: _____ # of Students: _____

Length of Checkout Time: 3 hours, 24 hours, 48 hours, 1 week
(Check One)

Copyright Compliance

By my signature I confirm that: a) my use of the duplicated materials listed falls within the Fair Use provision of the Copyright Law; or b) materials are in the public domain; or c) I have permission from copyright holders to place the material on reserve; or d) I have written permission to place student works on reserve in accordance with FERPA (Family Education Right to Privacy Act) Regulations.

Faculty Signature: _____

Reproduced materials not accompanied by a signed Reserve Request List will be returned.

Student Work: If you are placing originals or copies of student work or videos of student performances on reserve you must have on file written permission from that student. Student work from current or past terms is protected under FERPA (Family Educational Right to Privacy Act). The student identification number cannot be on the papers placed on reserve. We recommend that the grade also not be present. (If the grade appears, you should document that the students have been made aware of this before they signed the permission statement.) For more information about FERPA please see <http://campuslibrary.cocc.edu/Library+Services/Reserves/default.aspx>

Staff will process file folders and other personal material (non-book) for electronic reserves (e-reserves) and will then place any hard copies on the print reserve shelves for checkout.

1. Please indicate by which week (Monday) of the term materials are needed by your students so that we can schedule staff processing time most efficiently to meet your deadlines. If you indicate that you need materials on e-reserve "ASAP", we will process your reserves in the order in which they were received and they will be available for use as soon as we are able to complete processing.
2. Please give thought to what you list as title. This is what will appear in the library catalog and on the e-reserve page. Your reserves should be listed by title on this form **IDENTICALLY** to the titles you have listed on your syllabus to avoid confusion.

Instructor Name: _____ Course: _____

Library Staff Use: Job # _____ Received _____ III _____ .r _____

Individual journal articles, book chapters, class notes, books, videos, etc. E-reserve items will be scanned* and placed on e-reserve, the hard copy will then be placed on the print reserve shelves for checkout. Please specify checkout period below for print copy.

Electronic Reserve: Please Check	Print Reserve: Please Check	Week Needed By**:	Author	Title (title your reserve EXACTLY as you have it listed on your syllabus)

Length of Checkout Time: 3 hours, 24 hours, 48 hours, 1 week (Check One)

*Please submit only 8 1/2 x 11 paper. Single or Double sided copies. Landscape or Portrait format is accepted. Students are expected to rotate documents within Adobe applications themselves. **No holes or tears. No staples.** Pages photocopied from a book should have the least possible shadow from the spine and black space around the edges. Submit original copies whenever possible to ensure quality.

**If you indicate that you need materials on e-reserves “ASAP”, we will process them in the order in which they were received and they will be available as soon as processing is completed. E-reserve materials may require 7 days processing time. Most print reserve materials require 3 days processing time. However, we endeavor to have reserve materials available as quickly as possible.