



# Class/Club Reserve Form

The purpose of reserving materials is to provide access to high demand materials for shorter loan periods. Materials upon reserve serve as supplemental items that are used to help broaden the scope of course. Material on reserve will be removed at the end of the term if copyright has not been obtained or if the item has not been renewed for another term. Palmer Health Sciences Library is not responsible for damaged or missing material from reserve files.

## Please Allow 24 Hours for Processing Your Request

### Important Copyright Information

The Library complies with the Copyright Revision Act of 1976 (Title 17, U.S. Code). In accepting photocopies for reserve, the Library assumes that the copy has been made in compliance with the Fair Use provision of Section 107 of the Copyright Law. Photocopies of materials will be accepted from the faculty for reserve if they meet the following conditions:

- A single article from any single issue of a journal;
- A single chapter from a book (placing the entire book on reserve is preferable);
- A short story or short poem whether or not from a collective work;
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper;
- A photocopy (without documented copyright permission) that has not been on reserve during any previous trimester.

-OR-

The copyright holder's permission has been obtained and a copy of the permission letter is included with copies to be placed on reserve. In this case, provisions of the permission letter as to time limits and number of copies will be followed. All copyrighted material must bear the copyright notice and be the property of the individual faculty member.

**NOTE:** Photocopied items placed on reserve in any previous trimester cannot be put on reserve again until copyright permission has been obtained from the copyright holder.

**"I certify that I am placing these materials on reserve in accordance with copyright law"**

Faculty signature/date: \_\_\_\_\_ Class/Club President Signature/Date: \_\_\_\_\_

All the following fields are required for processing.

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

Faculty Advisor: \_\_\_\_\_ Department \_\_\_\_\_ Phone # \_\_\_\_\_

Club/Class President \_\_\_\_\_ PCC Box \_\_\_\_\_ Phone# \_\_\_\_\_

Reserve Call #	Reserve Request Title <small>Please provide the following for an article: journal &amp; article title, volume, date and page numbers.</small>	On Reserve <small>(library use only)</small>	Off Reserve <small>(library use only)</small>

Recd' by \_\_\_\_\_ Date \_\_\_\_\_ Please direct questions to: reserves@palmer.edu