

# RWC LIBRARY - E-RESERVES REQUEST

Please see form instructions on reverse side.

Course Title \_\_\_\_\_ Course Number: (include all section #s) \_\_\_\_\_

Instructor(s) \_\_\_\_\_ Phone \_\_\_\_\_

Office: \_\_\_\_\_ Email \_\_\_\_\_

Quarter(s) on Reserve: Fall \_\_\_\_\_ Winter \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Course Password (Case-sensitive. Please note: You will need to give this password to your students for access.): \_\_\_\_\_

Please indicate the order in which the items should display for your students: Alphabetical \_\_\_\_\_ OR The order listed below \_\_\_\_\_

Title	Author	Journal	Vol/Issue/Date	Pages

For Library Use Only:
Date Received: _____
Initials: _____
On Reserve: _____

## **E-Reserves Request Form Instructions.**

1. Fill in the course and instructor information at the top blanks of the form. All course numbers, including section numbers, are needed for the e-reserve information to accurately link to your Blackboard course page.
2. Please choose a course password. Note this password so that you can give it to all of your students. They will need it to access any of your e-reserves materials.
3. List the items you want placed on e-reserves. ALL e-reserves materials must be copyright compliant. (Please see Copyright Guidelines below.)
4. If you have the files of items you want on e-reserve, you may email them as attachments to clara.j.hughes@uc.edu. Please include the course name in the subject line or body of your email. You may also drop the files off at the Library Circulation desk on a CD or flash drive. Please label these items so that they may be returned to you! The Library also provides scanning, so you may provide books or articles that need to have portions scanned for e-reserves.

### **Copyright Guidelines**

This is only a very brief summary of the copyright guidelines for reserve materials. If you have questions, or would like to know more, please consult with the library staff.

At this time, the library will pay fees for copyright permission for reserve use. Please allow up to four weeks for items needing copyright permissions. The following are examples of items that may be placed on reserve without permission for *one quarter* under the “fair use” guidelines:

- A single article from a journal issue
- A single chapter of a book
- A single story from an anthology

Multiple articles from a single journal issue or multiple chapters from a single book may not be placed on reserve without copyright permissions. Items may not be put on reserve for multiple quarters without copyright permissions.

If you know that you will be using these materials again in future quarters, please let us know now, so that we can begin the process to obtain copyright permissions.

If you are placing non-copyrighted material on e-reserve (such as class notes or quiz answers), you need only to list the title as you want it displayed for your students.