

Reserve Copyright Compliance Form

(To be resubmitted each quarter)

COURSE NAMES: _____

ACADEMIC QUARTER/YR: _____ CURRENT DATE: _____

I acknowledge that I understand and am in compliance with the Fair Use Guidelines described in the Fair Use Guidelines for Educational and Reserve Use of Photocopied Copyrighted Materials as either reserve reprint(s) or electronic reserve item(s). The reserve reprints or electronic reserve items that I have placed on Reserve for one quarter meet these guidelines and/or I have received permission for reproduction.

I understand also that:

- The circulation Services staff will perform processing necessary attachment of barcodes, labels, etc, to process the Reserve materials.
- Reserve materials will usually be returned to the instructor at the end of each quarter.
- Student assistants may place materials on Reserve for an instructor ONLY with written approval of the instructor.
- The Circulation Services staff will perform the necessary processing of and electronic reserve item(s) that are submitted in legible format.
- Electronic reserve (eReserves) item(s) will be deleted at the end of each quarter, unless otherwise agreed upon.

Instructor (Please Print): _____

Instructor Signature: _____