Faculty Course Reserves Request Form

Course Abbreviation: _____

Course Title: _____

Instructor: _____

Office & Campus Mail Stop: _____

Office Phone: _____ **Date:** _____

Copyright Compliance

All **photocopied material** is in compliance with fair-use guidelines or has been copied with permission of the copyright holder.

I have read and I understand the Copyright Compliance statement above.

_____
Instructor Signature (required)

**For Electronic Reserves, that require the use of copyrighted material, you must choose a username and password. The username and password are case sensitive. If left blank on this form the term 'library' (all lower case, no marks) will be used for both fields.

Username: _____ Password: _____

Material Type (see codes below)	Title and Author (please print legibly)	Loan Period (see codes below)	Terms on Reserves (see codes below)	Term Previously on Electronic Reserves	Staff Initials

Material Type	
Use	**Description**
OB	OIT Book
PB	Personal Book
CN	Class Notes
HS	Homework/Solutions
PR	Photocopied Readings
V	Video (disc or tape)
O	Other (describe)

Please allow a minimum of 24 hours for processing.

MORE PROCESSING TIME is needed at the beginning of each term.

Thank you.

Loan Period		Terms On Reserves	
Use	**Description**	**Use**	**Description**
2H	2 hours in Library	F	Fall
ER	*Electronic Reserves	W	Winter
1D	1 Day Checkout	SP	Spring
7D	7 Day Checkout	SU	Summer
		A	All Year

*Electronic Reserves:
Check Here [___] if you plan to add material over the course of the term(s) designated above. You will need the *Electronic Reserves Record Sheet* (purple form) to add additional material.
Check Here [___] if you would like a 3-ring binder placed on the shelves in addition to electronic versions.

Record Created:_____ on ____/____/_____ Deleted: ____/____/_____ _____
(Initials)   (Month/Day/Year)   (Month/Day/Year)   (Initials)

Faculty Course Reserves Policy

Item Reserves

- To put an item on reserve, the professor must fill out a ***Faculty Course Reserve Request Form*** (pink).
    - o *Note:* Students are not authorized to put items on reserve for a professor.
- Allow 24 hours (2 regular business days) for items to be processed.
    - o *Note:* It may take longer during extremely busy periods, e.g. at the beginning of the term.
- All items are placed on reserve must comply with Copyright Laws and Regulations. This includes electronically posted documents.
- All reserve items will be returned to the professor at the end of every term.
    - o *Note:* Items requested to remain on reserve longer than one term will remain on reserve until the end of the designated reserve period.
- Statistics of how often an item has been circulated are available to professors.
    - o *Note:* To protect the privacy of patrons, the Library cannot disclose information regarding who may have checked out a particular item.

Electronic Reserves

- Books cannot be put on electronic reserves.
- An ***Electronic Reserves Record Sheet*** (purple) is kept with each ***Faculty Course Reserve Request Form*** (pink). The ***Electronic Reserves Record Sheet*** specifies the material on reserve, its file name, the date that the item was submitted and the date that it was scanned to electronic reserves.
- Materials can be submitted the Library for posting to electronic reserves by attaching documents to email message.
    - o Send email to reserves@oit.edu Please Cc a copy to the Access Services Manager as well jan.abeita@oit.edu
        - ▪ Please include the following information:
            - Course abbreviation and number
            - Course title as it appears in the OIT schedule
            - The professor's campus mail stop
            - The professor's office phone number
        - ▪ The Library will complete the pink and purple sheets as necessary. However, you will need to visit the Library to sign the Copyright Compliance agreement if you are posting material that is protected by Copyright Laws and Regulations. Thereafter, the professor may submit material electronically.

For further information regarding Faculty Course Reserves contact: Jan Abeita, Access Services Manager jan.abeita@oit.edu ext. 5-1778

For further information regarding Copyright Laws and Regulations contact: Karen Kunz, Access Services Librarian Karen.kunz@oit.edu ext. 5-1769