RESERVES REQUEST FORM

Library Branch:  □ Carrier Library  □ East Campus Library
Faculty Name ___________________________________ Date __________________
Dept. __________________ Phone __________ E-mail ___________ MSC ______
Term _______________ Estimated Enrollment ________________
Course _______________ Course Title ___________________________________

Type of Reserve:
☐ 2-Hour – Circulate for 2 hours and must be used in the library.
☐ 2-Day – Circulate for 2 days and are due at closing time on the second day.
☐ 7-Day – Circulate for 7 days and are due at closing time on the seventh day.
☐ Electronic – Available any time on virtually any computer with internet access. These are processed by Kate Worley in Carrier Library (568-4664). Please submit a clean copy if your intention is to have it scanned for Electronic Reserves. If the Reserve item is already in electronic form, you may submit it via e-mail to worleycc@jmu.edu.
Please let us know if you are re-using material that was previously on E-Reserve. We MUST have complete bibliographic citations for all E-Reserve items.

Instructions: Please fill out the section below if you are requesting library owned materials. If you are submitting personal copies of material or photocopies for E-Reserve, it is NOT necessary to fill out the section below. Be sure to sign the copyright compliance form on the back of this sheet and return the completed form and items to staff at either library. Our goal is to process material within 48-72 hours, but at peak times, the material may take longer to be made available. Materials received after 4pm or on a weekend will not be processed until the next working day. Reserves are searchable in Leo (http://leo.jmu.edu/search/r) by course name/number or instructor's last name.

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For further information or questions about E-Reserves or Carrier Library Course Reserves, contact Kate Worley at 568-4664, or Susan Nichols at 568-7012.

For further information or questions about East Campus Library Course Reserves, contact Kara Kiblinger at 568-4295, or Kelly Miller-Martin at 568-3041.
RESERVES SIGNATORY FORM

JMU Libraries requires a signature from instructors placing materials on reserve. Once a year, please complete this form for our records. By signing this document, the instructor accepts legal responsibility for any reproduced material.

Date: ____________________  Department: ____________________

Name (please print): ______________________________________

This is to certify that I understand the Reserve Copyright Guidelines posted below:

INSTRUCTOR’S SIGNATURE: ______________________________________

Reserves Copyright Guidelines

1. Books or Media - Small selections of books may be placed on Electronic Reserve [see below]. If multiple selections [chapters] are needed, the entire book will be placed on Reserve. Instructors may place their personal copies of books on Reserve. Videos, DVDs and other nonprint media (either owned by JMU Libraries or by the instructor) may be placed on Reserve in the East Campus Library or at Media Resources in Carrier Library. JMU Libraries assume no liability for materials that are lost or damaged. If neither the library nor the instructor owns the item needed, instructors must work with the Liaison Librarian assigned to their department to determine whether these materials may be acquired.

2. Periodicals - Small selections of current/bound/microfiche/microfilm periodicals may be placed on Electronic Reserve [see below]. The hard copies of periodicals owned by the library cannot be placed on reserve. Instructors may place their personal copies of periodicals on Reserve for which the library will assume no liability.

3. Electronic Reserves - The Fair Use provisions in Copyright Law [Title 17, US Code, Section 107] are broad in scope and can be difficult to understand and apply. For this reason the library has developed working guidelines for electronic reserves. The following can be placed on electronic reserve for ONE semester without obtaining Copyright permission:

- The equivalent of a chapter from a book.
- The equivalent of an article from a periodical issue.
- Most electronic sources leased by the library.
- Most freely available online documents.
- Government publications.
- Exams, homework solutions, lecture notes, etc.
- Any work for which you own the copyright.
- Any work in the public domain or having a suitable Creative Commons license.

If you wish to place more than the equivalent of one chapter or article from a book or periodical on Electronic Reserve you must first seek copyright permission from the publisher. The Copyright Clearance Center offers a quick and convenient method of obtaining this permission for a fee. JMU Libraries cannot place material on Electronic Reserve for consecutive semesters without documented copyright permission. Materials obtained through Interlibrary Loan or otherwise not owned by JMU Libraries or the instructor CANNOT be placed on reserve.

4. Electronic books (E-books) – where licensing allows, E-books purchased by JMU Libraries can be linked to course reserve records. Printouts of e-books will NOT be placed on reserve.

5. Purchased reprints and consumables - Reprints and consumables [workbooks, exercises, published tests, answer sheets, etc] may be purchased and placed on Reserve. No photocopies may be made from either and they cannot be placed on Electronic Reserve.

6. Course Packets - Course packets purchased by students are considered to be for their personal use and may not be placed on Reserve.