 COURSE RESERVE REQUEST FORM

All Chatham University instructors must fill out this form completely to place items on course reserve. All requests are subject to the JKM Library’s Course Reserve Policy, which can be viewed online at: http://libguides.chatham.edu/circ/coursereserves. Please review these policies before submitting your materials for Course Reserve.

Materials should be available in approximately two business days. You will receive notification by email alerting you of their availability.

STEP 1: Copyright Compliance
If required, written statement of copyright permissions must be included with items being placed on course reserve. If you need assistance obtaining copyright permissions, please review our Guide at: http://library.chatham.edu/screens/copyright_permissions.html.

By signing below, you indicate that you understand:
- You, the instructor, are responsible for copyright compliance for the material(s) you place on reserve if they are subject to the US Copyright Act of 1976.
- Photocopies are subject to the Fair Use provisions outlined in the Copyright Law.
- Multiple copies of photocopied articles are generally limited to 1 copy per 20 students.
- Photocopies may not be placed on Course Reserve for more than 1 semester in a row without explicit permission to do so from the copyright holder.
- Course Reserve materials are governed by the same confidentiality rules as all library material. These rules are posted at the Circulation Desk.

_______________________________________________________ Instructor’s Signature

STEP 2: Course Information
Please fill in the following. A separate form must be completed for each course.

_______________________________ Instructor’s Name  _________________________________ Department

_______________________________ Campus Phone  ________________________________ Course Name

_______________________________ Chatham email  ________________________________ Course Number

Non-Chatham email if Adjunct

_______________________________ Semester

STEP 3: Loan Period
Select one of the following loan periods. If a loan period is not identified, the default loan period of 2 hours, in-library use only will be applied. Loan periods are:

_____ 2 hours: In-library use only (Default)

_____ 4 hours: Item may leave the library (Recommended for films)

_____ 24 hours: Item may leave the library

( OVER )
**STEP 4: Provide Full Bibliographic Citation**

Please provide the following citation information for each item to be placed on course reserve. Record this information below, or attach a printed list.

- **For books and media (DVDs, VHS, CDs), please provide:**
  Title, Author(s) or Editor(s), Publisher: Place of Publication, Year of Publication, Edition.

- **For photocopies of book chapters, please provide:**
  Title of Chapter, Author(s) of chapter if applicable, Author(s) or Editor(s) of the entire work, Publisher, Place of Publication, Year of Publication, Page Numbers.

- **For photocopies of periodical articles, please provide:**
  Title of Article, Author(s) or Editor(s), Journal Title, Volume, Issue/Number, Date, Page Numbers.

### Citation List

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****Any items not claimed within a year of being removed from course reserves will become the property of the JKM Library****

This form should be filled out completely. If this form is not deemed to be complete, items will not be placed on course reserve. Please contact the JKM Library Reference Desk (x1670) with any questions.