



NEWMAN LIBRARY RESERVE Instructor Request Form

Email: reserve@vt.edu
Newman Library Reserves,
560 Drillfield Dr.
Blacksburg, VA 24061

REQUEST TO: ☐ ADD MATERIALS ☐ REMOVE MATERIALS

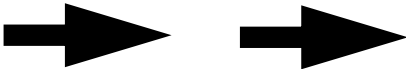
Instructor's Name	
Dept. Address	
E-mail Address	
Course Number (ex: ENGL 1100)	

- Graduate Students will need prior authorization from their faculty advisor or department head to place items on reserve.
- Materials placed on reserve will stay on our reserve shelf for a period of two years unless instructor requests they be removed early.

Loan Period: ☐ 2 Hour Loan ☐ 3 Hour Media Loan ☐ 2 Day Loan ☐ 7 Day Loan

Call Number For <u>personal items</u> please leave blank; number will be assigned	Title <u>One item per line</u>	Author	Source information book Chapters or Articles (Book/Journal Title, Year, Page, Vol.)	Date to go off Reserve (If not 2yrs)	Reserve Use Only			
					No. of Copies	Special Status	Date Placed	Pull Date

For items to be processed for RESERVE, instructor MUST sign COPYRIGHT NOTICE on reverse.
For the fastest possible processing, please complete the entire form and sign the back.



COPYRIGHT GUIDELINES

The guidelines described below apply to all University Libraries' Reserve systems and are in compliance with US Code, Title 17. Material submitted which violates any of these regulations will NOT knowingly be made available by the library. Instructors will be notified upon discovery of copyright violations and will result in delayed access to class materials through University Libraries. Instructors should not place materials on Reserve unless the instructor, the library, or another unit of the university possesses a lawfully obtained copy. The total amount of material on Reserve for a class should be a small proportion of the total assigned reading for that class when invoking fair use. Materials are available only to the VPI & SU community and all are expected to adhere to these copyright and fair use guidelines. For additional information on copyright guidelines for book, media, and e-materials, please see our copyright website at <https://guides.lib.vt.edu/c.php?g=727151>.

COPYRIGHT GUIDELINES SUMMARY

- **Books:** only one (1) chapter from a book may be placed on Reserve unless the instructor received the copyright holder's written permission prior to submitting materials to Reserve. This applies to edited collections of readings and essays because each reading is considered a chapter.
- **Journals and Newspapers:** only one (1) article from an issue of one journal may be placed on Reserve unless the instructor received the copyright holder's written permission prior to submitting materials to Reserve. Newspapers are treated the same as journals. **Instructors must provide photocopies.**
- **Photocopied articles or books chapters, may only circulate 2 hour loan.**
- **Multiple Copies:** Only one (1) copy of photocopied material is allowed for every 20 students enrolled in a class or any fraction thereof, with a maximum of 9 copies. The photocopy should contain the copyright information.
- **US Government Publications:** Most government publications are in the public domain, i.e., they are not copyrighted, allowing unlimited use and reproduction.
- **Consumables:** These materials are not appropriate for Reserve because one of the tenets of fair use is that such use not effect the market value. Consumables include workbooks, exercises, standardized tests and test booklets, answer sheets, etc. Consumables will not be placed on Reserve.
- **Coursepacks:** Custom published anthologies prepared for sale through local copy centers and bookstores are not appropriate for Reserve because one of the tenets of fair use is that such use not effect the market value. Coursepacks will **not** be placed on Reserve.
- **Duration and display of copyright:** When submitting copyrighted material to Reserve the author's name, title of the work, and copyright statement, if there is one should be preserved. Articles or chapters requested for PDF scanning must display source information on the front or back page.
- **Media:** Off-the-air recordings that have been retained longer than the 45 day free-use period (please see our copyright webpage for more information on the 45 day guideline) are considered illegal and cannot be placed on reserve, nor can duplicate copies of such recording be made. Excerpts of programs can be used in class provided the recorded program is not altered from its original content. The library does not duplicate copyrighted tapes.
- **Student Papers** are covered by copyright. If you want to put a student's paper on reserve they will need to fill out the copyright permission form from http://www.lib.vt.edu/circ-reserve/reserve-instructors/Student_Paper_Consent_Form.pdf and attached to the paper.

RESERVE PROCESSING TIME

Reserve Reading Lists submitted **with** course materials will be processed within **four business days**. Additional processing time will be required at the beginning and end of semesters and before exams. Material which must be searched, recalled, and/or ordered requires additional processing time. Please make sure your library account is active; if you have no account on file, this will **delay** processing of reserve items.

USERS OF UNIVERSITY LIBRARIES' RESERVE SYSTEMS AGREE THAT:

- Materials submitted to Reserve do not violate the U.S. copyright laws.
- University Libraries will not replace lost or damaged personal copies.
- Materials are submitted to Reserve only for the semester(s) in which the class is taught.
- Patron's library records are strictly confidential; information will not be released.

Signature: My signature verifies that I have read & agree to the copyright guidelines above.

Date: