



## Regina Library Reserve Request Form: Electronic Reserves

A separate form is required for each electronic reserve.

**Course #** \_\_\_\_\_ **Course Name** \_\_\_\_\_ **Today's Date** \_\_\_\_\_  
**Instructor** \_\_\_\_\_ **Telephone** \_\_\_\_\_  
**Course-Specific Password\*** \_\_\_\_\_

Electronic reserves are processed in the order in which they are received within 3 business days (Monday-Friday). A confirmation email will be sent to the instructor when the e-reserve has been posted.

For further information on course reserve policy, see <http://www.rivier.edu/libraryERC.aspx?id=2104>

There is a 25 page limit per scanned e-reserve document. Larger files greatly slow down access and printing.

\* Access to this course's electronic reserves is restricted to students enrolled in this specific course. The instructor must assign a unique password for the course and distribute it **only** to students enrolled in the course. The library does not assign, distribute, or disclose passwords.

### Type of Material:

- Article – instructor owns hard copy of journal (instructor signs lines A and B, below)
- Article – Regina Library owns hard copy of journal (instructor signs line A, below)
- Book Chapter – instructor owns hard copy of book (instructor signs lines A and B, below)
- Book Chapter – Regina Library owns hard copy of book (instructor signs line A, below)
- Permanent URL from a Library Database [not Harvard Business Review] (instructor signs line A, below)
- Sample Exam – written and owned by the instructor placing reserve (instructor signs line A, below)
- Sample Student Paper/Work (Attach permission form [www.rivier.edu/librarymovies/studentpaperpermissionform.pdf](http://www.rivier.edu/librarymovies/studentpaperpermissionform.pdf). Sign line A)
- Other (specify) \_\_\_\_\_ (instructor signs line A, below)

**Which Semester (circle one):** Fall/Spring/Summer **Author** \_\_\_\_\_

**Call Number** \_\_\_\_\_ **Title** \_\_\_\_\_

**Title of Article/Chapter** \_\_\_\_\_

**City and State of Publication** \_\_\_\_\_ **Publisher** \_\_\_\_\_ **Volume** \_\_\_\_\_

**No.** \_\_\_\_\_ **Pages** \_\_\_\_\_ **Date** \_\_\_\_\_ **In Library Database?** Y/N **Database** \_\_\_\_\_

**After Paper Document Is Scanned (circle one):** Discard It / Return to Me Through Campus Mail

### Electronic Reserve Copyright Compliance Agreement

*I recognize items placed on electronic reserve may be protected by copyright and may require permission from the copyright owner. I affirm that any material I request to place on electronic reserve meets the Fair Use Guidelines as described in the Copyright Act (Title 17 of the U.S. Code) or that I have obtained permission for use and/or reproduction from the rights holder (letter of permission is attached to this form). By signing I agree that I am wholly and solely responsible for ensuring compliance with copyright law.*

For more information on copyright or to apply for use permission, visit [www.copyright.com](http://www.copyright.com)

**A.) Faculty Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Further, if placing an article or book chapter not purchased by the library on electronic reserve, I affirm that I own a hard copy of the journal or book from which it is excerpted.*

**B.) Faculty Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The library will not place items on electronic reserve without faculty member signature and any required permission forms attached.