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. Sign line A)
☐ Other (specify) ___________________________ (instructor signs line A, below)

Which Semester (circle one): Fall/Spring/Summer Author ___________________________

Call Number ___________________________ Title ___________________________

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

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.