

# COCC/OSU-Cascades Library Course Reserves Form

**We know you are busy, but *please read* all sections of the form. Thank you.**

Instructor's Name: _____	Date submitted: _____
E-mail Address: _____	Phone: _____
COURSE: Course Number., e.g., <i>PSY 201</i> : _____	CRN (5-digit #-if known): _____
COURSE TITLE, e.g., <i>Mind &amp; Brain</i> : _____	

- **Term (Please check all that apply):**  **Fall**  **Winter**  **Spring**  **Summer**  **All year or Permanent**
- **Length of Checkout Time:**  **3 hours**  **4 hours**  **48 hours**  **1 week**

## Copyright Compliance & \*Personal Copies

By my signature I confirm that:

- a) my use of the duplicated materials listed falls within the Fair Use provision of the Copyright Law; or
- b) materials are in the public domain; or
- c) I have permission from copyright holders to place the material on reserve; or
- d) I have written permission to place student works on reserve in accordance with FERPA (Family Education Right to Privacy Act)
- e) the library bears no liability for personal copies placed on reserve (\*see below).

For questions concerning Copyright, please contact [lhart@cocc.edu](mailto:lhart@cocc.edu) or [thovekamp@cocc.edu](mailto:thovekamp@cocc.edu)

**Signature (if not sent via email):** \_\_\_\_\_

\* Reproduced materials not accompanied by a signed Reserve Request Form or sent from identifying email will be returned.

**\*Note about Student Work:** *If you are placing student work or video performances on reserve, you must have on file written permission from that student. Student work from current or past terms is protected under FERPA (Family Educational Right to Privacy Act). The student identification number cannot be listed on papers placed on reserve. We recommend that the grade also not appear. (If the grade appears, you should document that the students were made aware of this before granting their permission.*



Instructor's Name: \_\_\_\_\_

Course No., e.g., [PSY 201](#): \_\_\_\_\_

Please place an "X" under electronic or print copy to indicate which format is desired:

*Electronic Reserve:	**Print/AV Reserve:	Date Needed By:	****Author(s)	Title (EXACTLY as you have it listed on your syllabus)

**Important Notes:**

- Reserve items will be processed in the order received. Library staff will do their best to process all reserve requests in a timely manner. *Note that* additional processing time is required at the beginning of terms due to high volume. Please allow up to 1 week for reserve materials to be processed.
  - \*Note that the library affixes a removable label, barcode, & security strip to copies of materials submitted.
  - \*Note that the Library is not responsible for replacing damaged, stolen, or lost personal or department copies of items placed on reserve.
  - For e-reserves submissions, do not staple pages. The cleaner the copy, the better: photocopying shadows, highlighted passages, and/or marginalia will show up in the scanned version and obscure the text.
  - Long e-reserves files have to be split into multiple files to facilitate downloading.
  - All items will be pulled & returned via campus mail at the end of the period specified on the front of this form unless the instructor specifies otherwise.
- PLEASE COMPLETE BOTH SIDES OF THE FORM.