Reserve Materials Request
Shoen Library 503-699-6261

Department: ___________________________ Date: ___________________________

Course Title: __________________________________________________________

Course Number: _______________________________________________________

Instructor Name: _______________________________________________________

Instructor Email: _______________________________________________________

Phone: __________________________________________________________________

Please select one:

☐ In-house Reserve  ☐ Electronic Reserve

Please select a term:

☐ Current Term _______________________________________________________

☐ Annual Reserve (please select only if the course is taught every term)

PLEASE SPECIFY THE LENGTH OF TIME YOU WILL ALLOW STUDENTS TO CHECKOUT ITEMS
(In-house, non-electronic reserve materials only):

☐ 2 Hours  ☐ IN LIBRARY USE ONLY?  Yes/No
☐ 4 Hours
☐ 24 Hours
☐ 3 Days
☐ 1 Week

If these items are your personal copies, we will put barcodes in the back of them. Please initial to indicate permission ________.

Please allow at least 5 days to process your request for in-house reserves and 2 weeks for electronic reserves. Processing may take longer if copyright clearance is required. (See Below)

If you are placing duplicated material on reserve, such as a photocopied article or book chapter, you must sign this Copyright Permission Statement.

I understand the following:

1. Use of copyrighted material may fall under fair use guidelines for instructional purposes, and copyright permission will not be required.
2. In the event that the use of copyrighted materials doesn’t fall under fair use guidelines, then copyright permission will be required. For example, articles that have been placed on reserve previously will require copyright permission from the Copyright Clearance Center.
3. The library will obtain copyright permission for you, but there may be a delay in processing the request by the date needed. On some occasions publishers will deny copyright permission. The reserves assistant will contact you in the event of a delay or if permission cannot be obtained.

Signed: ___________________________ Dated: _______________

ALL ITEMS YOU WISH TO BE PLACED ON RESERVE MUST BE LISTED ON THE BACK OF THIS FORM.
## In-House Reserve Materials

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## Electronic Reserve Materials

1. Journal Citation: Author(s), Title of Article, Journal Name & Date, page numbers.
2. Book Chapter Citation: Author(s), Book Name, Chapter Title, Publisher & Date, page numbers.
3. Please attach your materials (article, essay, document, etc.) to this form.

- Electronic reserves are valid for one term only.