

Radford University Carilion Course Reserves Request Form

Please fill in the requested information, and turn this sheet in at the Front Desk of the library with the items.

Instructor

(Please Print) _____

Signature

My signature above indicates I have read and agree to comply with the library Reserves Policy *see reverse* and I certify that this reserve material is supplemental in nature to this course or is an extra copy of a required text.

Email Address _____ Semester _____ Year _____

Course Prefix & Number _____ Course Name _____

Title	Call Number	Format Check One	Loan Period Check One	Notes
		<input type="checkbox"/> Book <input type="checkbox"/> DVD <input type="checkbox"/> Other	<input type="checkbox"/> 3 hr <input type="checkbox"/> 1 day <input type="checkbox"/> 5 days	
		<input type="checkbox"/> Book <input type="checkbox"/> DVD <input type="checkbox"/> Other	<input type="checkbox"/> 3 hr <input type="checkbox"/> 1 day <input type="checkbox"/> 5 days	
		<input type="checkbox"/> Book <input type="checkbox"/> DVD <input type="checkbox"/> Other	<input type="checkbox"/> 3 hr <input type="checkbox"/> 1 day <input type="checkbox"/> 5 days	
		<input type="checkbox"/> Book <input type="checkbox"/> DVD <input type="checkbox"/> Other	<input type="checkbox"/> 3 hr <input type="checkbox"/> 1 day <input type="checkbox"/> 5 days	
		<input type="checkbox"/> Book <input type="checkbox"/> DVD <input type="checkbox"/> Other	<input type="checkbox"/> 3 hr <input type="checkbox"/> 1 day <input type="checkbox"/> 5 days	
		<input type="checkbox"/> Book <input type="checkbox"/> DVD <input type="checkbox"/> Other	<input type="checkbox"/> 3 hr <input type="checkbox"/> 1 day <input type="checkbox"/> 5 days	
		<input type="checkbox"/> Book <input type="checkbox"/> DVD <input type="checkbox"/> Other	<input type="checkbox"/> 3 hr <input type="checkbox"/> 1 day <input type="checkbox"/> 5 days	

PLEASE NOTE: Material on reserve for a class will be taken off reserve at the end of each semester. The same material may not be placed on reserve for consecutive semesters due to copyright regulations.

Course Reserves Policy

The Radford University Carilion Library Course Reserve Service supports the academic mission of Radford University Carilion and acts as an extension of the classroom by providing access to supplementary course materials for specific classes.

The service is provided upon instructor initiation, within the bounds of the Fair Use guidelines of the Copyright Act as described in Title 17, United States Code.

The service is not designed to replace textbooks or course packs. Materials are placed on Course Reserve only during the time period they are required by a particular course.

What Can Be Placed on Course Reserve?

Items that can be placed on Course Reserve include: books; media;* instructor-owned copies of materials;** sound recordings.

*Media: original editions of sound recordings, videotapes, DVDs, microforms, and any other library-owned or instructor-owned media may be placed on Course Reserve.

**Instructor-Owned Materials: a personal copy of an item will be accepted when a library-owned copy is unavailable. Instructors may lend their personally-owned, legally obtained books, articles, or other materials to the Library for the use of library patrons. If an item is lent to the library, it will be affixed with identification and circulation labels. The library will not be liable for damage or loss of such materials.

The Library can place items such as the following on Course Reserve without needing to obtain permission from a rights holder:

- Exams, exam keys, and homework solutions
- Lecture notes
- Student papers (however, instructors must submit written permission from the student authors)
- U.S. Government publications
- Material within the public domain
- Material for which the instructor is the copyright holder

Items that cannot be placed on Course Reserve include: archival materials; consumable workbooks, exercise sheets, standardized test booklets, etc. that are intended primarily for use in the classroom or by individual students; digitized works; materials belonging to other libraries; materials printed from the internet.