

**Circulation Department – Address Change**

Fill in the appropriate sections below

**Name:** \_\_\_\_\_

**Barcode number from back of ID card:** \_\_\_\_\_

**Street:** \_\_\_\_\_

**City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Country:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **CSU E-Mail Address:** \_\_\_\_\_

**By Submitting this form, you acknowledge that these preferences will be recorded in the library's system. This address will remain in effect until you notify the library of another change.**

**Circulation Department – Course Reserve Request Form**

**Please submit completed form to the Parlett L. Moore Library Circulation Department. If you have any questions call (410) 951-3424.**

**RESERVES REQUEST FORM**

**Coppin State University**

**Parlett L. Moore Library**

Date: \_\_\_\_\_

Instructor \_\_\_\_\_

Department \_\_\_\_\_ Course Title \_\_\_\_\_

Semester    ∨ Fall    ∨ Spring    ∨ Summer

Campus Telephone \_\_\_\_\_ Coppin E-mail \_\_\_\_\_

Number of Students (approx.) \_\_\_\_\_ Date to go on reserve \_\_\_\_\_

## INSTRUCTIONS AND GUIDELINES

- Use this form to submit books, photocopies, audio-visual and electronic materials course reserves.
- Bring this form and the reserve materials to the library 3-4 weeks prior to the beginning date of the semester.
- Allow at least 48 hours for processing of request.
- All photocopied materials and electronic items must be provided by the instructor.
- All instructors are responsible for complying with copyright law. Please sign the copyright waiver below.
- Photocopied items which have never been on reserve can be placed on reserve for one semester according to the Fair Use provision of the copyright law. The following must be met:
  - Compliance with U. S. Code, Title 17, Section 107.
  - These copies have not been used in a previous semester, and the copies are for one course only.
  - Not more than three (3) copies made from a collected work or periodical volume during one semester.
  - Not more than a single chapter photocopied from a book.
- All reserve items must be removed at the end of the semester.

## COPYRIGHT WAIVER

The Copyright Law of the United States (United States Code Title 17, Section 107) regulates the photocopying or other reproductions of copyrighted materials.

By signing this form, I signify that the list of materials to be placed on reserve either are not copyrighted or comply with federal copyrighted law for course reserve use or permission has been granted.

Instructor (*Please Print*) \_\_\_\_\_

Instructor's Signature \_\_\_\_\_

Date \_\_\_\_\_

**RESERVE ITEMS LIST**

| AUTHOR of book or article/chapter | TITLE of book, video, article/chapter | Item Type<br>(check one)                                                                                                                           | No. of<br>Copies | Library or<br>Personal<br>Copy?<br>(check one)                        |
|-----------------------------------|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------|
|                                   |                                       | <input type="checkbox"/> Book<br><input type="checkbox"/> Photocopy<br><input type="checkbox"/> Audiovisual<br><input type="checkbox"/> Electronic |                  | <input type="checkbox"/> Library<br><input type="checkbox"/> Personal |
|                                   |                                       | <input type="checkbox"/> Book<br><input type="checkbox"/> Photocopy<br><input type="checkbox"/> Audiovisual<br><input type="checkbox"/> Electronic |                  | <input type="checkbox"/> Library<br><input type="checkbox"/> Personal |
|                                   |                                       | <input type="checkbox"/> Book<br><input type="checkbox"/> Photocopy<br><input type="checkbox"/> Audiovisual<br><input type="checkbox"/> Electronic |                  | <input type="checkbox"/> Library<br><input type="checkbox"/> Personal |

**STAFF USE ONLY:** Date Placed on Reserve: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

