COPYRIGHT INFORMATION

Wallace Center Traditional Reserve  (Books, Media, etc)

In order to comply with copyright laws, the Wallace Center Reserve Desk asks that you adhere the following guidelines:

• No more than six (6) copies of a copyright article may be kept on traditional reserve.
• Multiple copies of an article may not remain on reserve for more than four (4) consecutive quarters.
• All copied materials should contain a completed citation and notice of copyright.
• The number of copies of monograph placed on reserve should not exceed 10% of the number of students in the class.
• If you wish to keep copyrighted materials on reserve for more than four (4) consecutive quarters of continuous use, you must provide proof of permission from the copyright holder.

Wallace Center Electronic Reserve

A more in-depth description of the library’s policy is kept in a binder at the Reserve Desk. If you wish to inspect it, please ask the desk attendant to see the “Copyright Guidelines for Reserve”. A full-length explanation of Electronic Reserve is available at:

http://library.rit.edu/find/course-reserves/info-for-faculty.html

*Note for Electronic Reserve Users - We will be password protecting your material unless:

• You sign below indicating that the material you are giving us has been 100% generated by you AND that you don’t want them to be password protected.

• PLEASE SIGN HERE: __________________________________________

• You submit to us written permission from the copyright holder (with the items) that their materials can be placed on the Internet in electronic form, protection free.

Instructor Information

Instructor: ______________________________________________________

Bldg/Office #: ____________________________________________________

Department: ______________________________________________________

Phone: ___________________________ Email: ____________________________

Course Information

Course Name: ______________________________________________________

Course Number: ___________ ___________ ___________ ___________

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Traditional Reserve

Title: _____________________________________________________________

Call Number: _____________________________________________________

Dates to be on Reserve: ____________________________ to ____________________________
___2 hrs “3 at a time”  ___2 hrs “1 at a time”  ___1 day  ___2 days  ___3 days  ___1 week

Title: _____________________________________________________________

Call Number: _____________________________________________________

Dates to be on Reserve: ____________________________ to ____________________________
___2 hrs “3 at a time”  ___2 hrs “1 at a time”  ___1 day  ___2 days  ___3 days  ___1 week

Title: _____________________________________________________________

Call Number: _____________________________________________________

Dates to be on Reserve: ____________________________ to ____________________________
___2 hrs “3 at a time”  ___2 hrs “1 at a time”  ___1 day  ___2 days  ___3 days  ___1 week

Electronic Reserves

Please specify how you would like each item to be titled
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

Please choose one:

_____ Copies/materials to be returned to office location.
_____ Copies/materials do not need to be returned.