INFORMATION DELIVERY SERVICES

# Reserve Desk Slip

☐ Traditional ☐ Electronic*

Instructor: _____
*Last Name* *First Name*

Office/Bldg #: _____
Department: _____
Phone: _____
Email: _____

## Course Information

Course Name: _____
Course Numbers: _____

### Traditional Reserve Loan Information:

☐ 2 hrs: "3 at a time" *(3 items may be checked out)* ☐ 2 hrs: "Only 1 at a time" *(No other items can be checked out)*

☐ 1 Day ☐ 2 Days ☐ 3 Days ☐ 1 Week

*(Loan periods greater than 2 hrs are automatically "1 at a time")*

## Item Titles:

*Please specify how you would like each item to be titled.*

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

***NOTE for Electronic Reserve Users:**

We will be password protecting your material unless:

- You sign here indicating that the material that 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 a written permission from the copyright holder (with the items) that their materials can be placed on the Internet in electronic form, protection free.

### COPYRIGHT INFORMATION

Wallace Library Traditional Reserve Desk

In order to follow all copyright laws, the Wallace Library Reserve Desk adheres to the following guidelines:

1. No more than six (6) copies of a copyrighted article may be kept on reserve.

2. Multiple copies of an article may not remain on reserve for more than four (4) consecutive quarters.

3. All copied materials should contain a completed citation and notice of copyright.

4. The number of copies of monographs places 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, you must provide proof of permission from the copyright holder. (If you would like help with this process we would be happy to assist you!)

A full-length explanation of Electronic Reserve is available at:
http://wally.rit.edu/olr/html/profinfo.html

All inquiries or concerns should be directed to:

Information Delivery Services
1520 Wallace Library
Email: ereswml@rit.edu
Phone: 475-2560

R·I·T LIBRARIES

THE FIRST PLACE TO GO WHEN YOU NEED TO KNOW

Person Accepting Items: _____
Number of items received: _____
Date items received: _____