

University of Oregon Libraries  
**Reserve Request List**  
**Hardcopy Reserves**

Received by: \_\_\_\_\_ Date / Time: \_\_\_\_\_

Job # : \_\_\_\_\_

Janus: \_\_\_\_\_ .r : \_\_\_\_\_

\_\_\_\_\_  
Instructor(s)

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Dept./Course number

(for sequential courses, please list all)

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

\_\_\_\_\_  
# of students

   F       W       Sp       Su

Term (mark all that apply)

\_\_\_\_\_  
Year

\_\_\_\_\_  
CRN(s)

Please use the E-reserve request list for photocopies you wish to place on E-Reserve. If you prefer that your photocopied materials be placed on traditional reserve, continue to use this form.

**Copyright Compliance**

By my signature I confirm that:

- a) my use of the duplicated materials listed falls within the Fair Use provisions of the Copyright Law;
- or b) the materials are in the public domain;
- or c) I have permission from copyright holders to place the material on reserve;

And (if submitting student works) that I have written permission to place student works on reserve in accordance with FERPA (Family Education Right to Privacy Act) regulations.

Faculty signature: \_\_\_\_\_

**Reproduced materials** not accompanied by a signed Reserve Request List will be returned.

**Student Work:** If you are placing originals or copies of student work or videos of student performances on reserve you must have on file written permission from that student. Student work from current or past terms is protected under FERPA (Family Educational Right to Privacy Act). The student identification number cannot be on the papers placed on reserve. We recommend that the grade also not be present. (If the grade appears, you should document that the students have been made aware of this before they signed the permission statement.) For more information about FERPA please see [http://libweb.uoregon.edu/acs\\_svc/ferpa.html](http://libweb.uoregon.edu/acs_svc/ferpa.html).

1. Please submit a current syllabus for each course.
2. Please indicate by which week (Monday) of the term materials are needed by your students so that we can schedule staff processing time most efficiently to meet your deadlines.
3. Personal materials (such as books or videos) may be placed on reserve. Staff will label and barcode all personal materials. Be sure your name is on your materials, and please do not place valuable or irreplaceable items on reserve.
4. Please list the materials you want on reserve on the back of this form.

