

**University of Oregon Libraries**  
**Digital Audio Reserve Request List**

Use this form for audio course reserves to be made available in streaming format via Blackboard.

_____ Instructor(s)	_____ E-mail address	_____ Phone
_____ Dept./Course number	_____ Course title	_____ # of students
<input type="checkbox"/> F <input type="checkbox"/> W <input type="checkbox"/> Sp <input type="checkbox"/> Su Term	_____ Year	_____ CRN(s)

**Copyright Compliance**

By my signature I confirm that:

- a) my use of 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 performances on reserve you must have on file written permission from that student. Student work from current or past terms is protected under FERPA. The student identification number cannot be indicated on material placed on reserve. 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 of the term** materials are needed by your students so that we can schedule staff processing time most efficiently to meet your deadlines.
3. Please list the materials you want on Audio Reserve on the back of this form.
4. Please make sure that the Douglass Room Supervisor is included as a contributing editor on your Blackboard site, so that these files can be placed on the site.
5. You may also have items placed on reserve in the Douglass Listening Room as backup for these materials. Please submit a separate form with the Douglass Room information. (This form is available in pdf. under Course Reserves/Faculty Information/ How to submit course reserves or at the Douglass Listening Room Desk.)

