



## Pierce College Library Request form for e-reserve

Faculty name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Course: \_\_\_\_\_

Term (circle): *Fall Winter Spring Summer* Year: \_\_\_\_\_

### NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

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My signature below indicates that the reproductions I am submitting were made in compliance with U.S. copyright law.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Failure to sign may result in delay in processing)

### IMPORTANT:

- A full citation for copyrighted works must be supplied in order to add items to e-reserves
  - For journal articles, include author, title of article, name of journal, volume number, year, and page numbers.
  - For parts of books, include author, title of chapter and work, place of publication, publisher, publication date, and page numbers.
- The full citation and copyright holder must be written or typed on the first page of each item.
- For scanning purposes, provide the cleanest copies possible. 8 ½ x 11” preferred. Larger documents will be divided into smaller segments or parts.
- Indicate the begin use date of articles, so the reserve staff can prioritize processing during peak workloads. Your syllabus can be substituted if it includes assignment date information.

Fill in the form on the reverse to complete your request.

