



Pierce College Library Request form for reserves

Faculty name: _____ Date: _____

Department: _____ Course: _____

Term (circle): *Fall Winter Spring Summer* Year: _____

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. Pierce College reserves the right to refuse to accept a reserve request if, in its judgment, fulfillment of the request would involve violation of copyright law.

My signature below indicates that my request is in compliance with U.S. copyright law.

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

IMPORTANT:

- Submit this list with the material to the Library as soon as possible. Normal processing time is 2 days, and may be longer at peak periods.
- Verify with the Library that your materials are ready before announcing reserve assignments to your class.
- Library owned materials may be in circulation, or otherwise unavailable to be placed immediately on reserve. A recall will be issued, but the material may not be quickly returned.
- Unless you indicate otherwise, your material will be returned to you at the end of the quarter it is placed on reserve.
- If your students will be photocopying the material, do not use red or blue ink, pencil or poor copies.
- Video recordings must be legally purchased tapes. Off-air recordings can be placed on reserve for a limited time period, normally 45 days. All copies of broadcast programs must include the copyright notice.
- Questions? Contact the circulation staff at x7349 at Ft. Steilacoom and x8300 at Puyallup.

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

