VALDOSTA STATE UNIVERSITY – ODUM LIBRARY – RESERVE REQUEST FORM

Information: Library Reserve consists of two collection types. The first is a **'physical'** reserve collection of physical items circulated from the Circulation desk in Odum Library.   It includes books, videotapes, DVDs, CDs, book chapters, magazine/journal/newspaper articles, and professor's materials (e.g., class syllabi, lecture notes, homework assignments/solutions, sample tests/papers, etc.), put "on reserve" by Valdosta State University (VSU) instructors or departments. This ensures greater availability to user groups, such as students, in a particular course.

The second collection type is an **'electronic'** reserve collection. Via a course password as assigned and disseminated by the instructor, students can access electronic reserve items through the GIL@VSU Library Catalog Course Reserves link 24 hours/day, 7 days/week from any Internet connected computer.   Following University System of Georgia Board of Regents' Copyright Policy, the **Fair Use Checklist*** must be *completed and retained by you* for each item verifying that all copyrighted materials submitted weigh in favor of fair use guidelines as placed on library electronic reserve. Electronic reserves must be submitted in electronic file format preferably as a portable document format (.pdf), or other Microsoft file type, or a clean, one-sided article/chapter photocopy ready for scanning. The **Fair Use Checklist*** is not required when submitting licensed persistent links or personally authored files (as .pdf, .doc, .docx, .ppt, .pptx, .xls, .or xlsx files) of class syllabi, lecture notes, homework assignments/solutions, or sample tests/papers.

General Instructions: Fill out the below form and bring it to the 1st floor Circulation Desk with your reserve material, or send both via Campus mail, or save and send as an e-mail attachment to Serina Taylor smshirle@valdosta.edu or Circ@valdosta.edu.   Please submit reserve materials at least 48 hours before your students will require the items. Should you have further questions regarding reserve processing, the telephone number is 7082 or visit the Library's web site, Odum Library > Departments > Lending Services > Course Reserves https://www.valdosta.edu/academics/library/depts/circulation/course-reserves.php

Department	Faculty Instructor Name	Telephone Number
Course Number	Course Name	VSU E-Mail
Course Password (Electronic Reserve Only)	Date of Request	Semester/Year

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***University System of Georgia Board of Regents' Copyright Policy** - <http://www.usg.edu/copyright/> **Fair Use Checklist** – According to the Board of Regents' Additional Guidelines for Electronic Reserves, "Instructors are responsible for evaluating, on a case-by-case basis, whether the use of a copyrighted work on electronic reserves requires permission or qualifies as a fair use. If relying upon the fair use exception, instructors must complete a copy of the fair use checklist before submitting material for electronic reserves." Information regarding how to use the Fair Use checklist can be found at: < http://www.usg.edu/copyright/site/introduction_to_the_fair_use_checklist/ >. The checklist to determine fair use can be found at: <http://www.usg.edu/copyright/site/fair_use_checklist/ >.

****Date to Remove** – There are no **PERMANENT RESERVES**. All electronic and physical reserve items will be removed at the end of the current semester unless an earlier or later date is specified. Resubmission is required for reserve items to be availble in subsequent terms.

*****Electronic Reserve Course Password Creation Instructions** – Minimum 4 lower case letters and do not use spaces. {Passwords should not be course and number, instructor's name, instructor's e-mail alias, any words contained in the course title or current semester (i.e., fall2009)} In accordance with copyright law, passwords must be unique for each course and change each semester. After electronic reserve items are processed and are available to students, you will receive an e-mail notification that includes a reminder of your selected password.   **You are responsible for giving your students the electronic reserve course password.**

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_____	_____	_____	_____
Department	Faculty Instructor Name	VSU E-Mail Address	Telephone Number

_____	_____	_____	_____
Course Number	Course Name	Course Password (Electronic Reserve Only)	Date to Remove

List materials on form EXACTLY as your students will be searching for them on Course Reserves in the VSU Library catalog
*Instructors, please do not fill in the gray Barcode and Pdf Name sections.

C i t a t i o n 1	Title:				
	Author:				
	Library Material:	Call Number:			
	Personal Copy :	Number of Personal Copies Attached:		Barcode:	
Physical Reserves	Select One Loan Period	Closed Reserve (In-Library Use only)	1 Hour	2 Hours	4 Hours
		Open Reserve (May leave Library)	1 Day	3-day	7-day
Electronic Reserves	Pdf Name: Send pdf or Microsoft file to circ@valdosta.edu		Attach Clean One-Sided Photocopy **(Allow two days for processing)**		
	University System of Georgia Board of Regents' Copyright Policy <http://www.usg.edu/copyright/> **Fair Use Checklist**				

*Complete and retain checklist for each item verifying that all copyrighted materials submitted are within Fair Use guidelines

C i t a t i o n 2	Title:				
	Author:				
	Library Material:	Call Number:			
	Personal Copy :	Number of Personal Copies Attached:		Barcode:	
Physical Reserves	Select One Loan Period	Closed Reserve (In-Library Use only)	1 Hour,	2 Hours,	4 Hours
		Open Reserve (May leave Library)	1 Day,	3-day,	7-day
Electronic Reserves	Pdf Name: Send pdf or Microsoft file to circ@valdosta.edu		Attach Clean One-Sided Photocopy **(Allow two days for processing)**		
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C i t a t i o n 3	Title:				
	Author:				
	Library Material:	Call Number:			
	Personal Copy :	Number of Personal Copies Attached:		Barcode:	
Physical Reserves	Select One Loan Period	Closed Reserve (In-Library Use only)	1 Hour,	2 Hours,	4 Hours
		Open Reserve (May leave Library)	1 Day,	3-day,	7-day
Electronic Reserves	Pdf Name: Send pdf or Microsoft file to circ@valdosta.edu		Attach Clean One-Sided Photocopy **(Allow two days for processing)**		
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