

**VALDOSTA STATE UNIVERSITY – ODUM LIBRARY – RESERVE REQUEST FORM**

**Information:** Library Reserve consists of two collection types. The first is a **'traditional' 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 more recent **'electronic' reserve**. 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 or in [BlazeVIEW](#). 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 below and bring the form to Library Circulation with your reserve material, or send both via Campus mail, or save and send as an e-mail attachment to Donna Jones, [djones@valdosta.edu](mailto:djones@valdosta.edu), or FAX 1362. 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 > About Us > Departments > Circulation Department > Reserve Items](#), <<http://www.valdosta.edu/library/about/depts/reserve.shtml>>.

Department	Faculty Instructor Name	Date of Request
Course Number	Course Name	Telephone Number
Course Password (Electronic Reserve Only)	VSU E-Mail Address	Date to Remove**
		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/](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/](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 available 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 have been 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.**

## VALDOSTA STATE UNIVERSITY – ODUM LIBRARY – RESERVE REQUEST FORM

Circulation Reserve Processing Contact: Donna Jones, 7082 or e-mail: [djones@valdosta.edu](mailto:djones@valdosta.edu), or FAX, 1362

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

List materials on form EXACTLY as your students will be searching for them on [Course Reserves](#) in the [GIL@VSU Library catalog](#).

<b>Citation 1</b>	Author:		
	Title:		
	Library Material:	Call Number:	
	Personal Copy :	Number of Personal Copies Attached:	Date to be Removed:
<b>Traditional Reserves</b>	Select One Loan Period	<b>Closed Reserve (In-Library Use only)</b> (May leave Library)	1 Hour, 2 Hours, or 4 Hours Overnight due back 1 <sup>st</sup> hour library open, 3-day, or 7-day
	<a href="#">Fair Use Check List</a> (Completed & Retained by You for Copyrighted Work, Not Licensed by VSU)		Scan Attached Clean One-Sided Photocopy (Allow minimum two work days for processing)
Other File or Licensed Persistent Link e-mail to <a href="mailto:djones@valdosta.edu">djones@valdosta.edu</a> as accompanied by an <b>attached saved copy of this form.</b>			

<b>Citation 2</b>	Author:		
	Title:		
	Library Material:	Call Number:	
	Personal Copy :	Number of Personal Copies Attached:	Date to be Removed:
<b>Traditional Reserves</b>	Select One Loan Period	<b>Closed Reserve (In-Library Use only)</b> (May leave Library)	1 Hour, 2 Hours, or 4 Hours Overnight due back 1 <sup>st</sup> hour library open, 3-day, or 7-day
	<a href="#">Fair Use Check List</a> (Completed & Retained by You for Copyrighted Work, Not Licensed by VSU)		Scan Attached Clean One-Sided Photocopy (Allow minimum two work days for processing)
Other File or Licensed Persistent Link e-mail to <a href="mailto:djones@valdosta.edu">djones@valdosta.edu</a> as accompanied by an <b>attached saved copy of this form.</b>			

<b>Citation 3</b>	Author:		
	Title:		
	Library Material:	Call Number:	
	Personal Copy :	Number of Personal Copies Attached:	Date to be Removed:
<b>Traditional Reserves</b>	Select One Loan Period	<b>Closed Reserve (In-Library Use only)</b> (May leave Library)	1 Hour, 2 Hours, or 4 Hours Overnight due back 1 <sup>st</sup> hour library open, 3-day, or 7-day
	<a href="#">Fair Use Check List</a> (Completed & Retained by You for Copyrighted Work, Not Licensed by VSU)		Scan Attached Clean One-Sided Photocopy (Allow minimum two work days for processing)
Other File or Licensed Persistent Link e-mail to <a href="mailto:djones@valdosta.edu">djones@valdosta.edu</a> as accompanied by an <b>attached saved copy of this form.</b>			

<b>Citation 4</b>	Author:		
	Title:		
	Library Material:	Call Number:	
	Personal Copy :	Number of Personal Copies Attached:	Date to be Removed:
<b>Traditional Reserves</b>	Select One Loan Period	<b>Closed Reserve (In-Library Use only)</b> (May leave Library)	1 Hour, 2 Hours, or 4 Hours Overnight due back 1 <sup>st</sup> hour library open, 3-day, or 7-day
	<a href="#">Fair Use Check List</a> (Completed & Retained by You for Copyrighted Work, Not Licensed by VSU)		Scan Attached Clean One-Sided Photocopy (Allow minimum two work days for processing)
Other File or Licensed Persistent Link e-mail to <a href="mailto:djones@valdosta.edu">djones@valdosta.edu</a> as accompanied by an <b>attached saved copy of this form.</b>			

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