

Course Reserves Worksheet



Please complete **BOTH** sides of this form. Your request cannot be processed without your signature.
Allow one week for processing.

Use this form to place the following items on reserve:

- Books, videos, DVDs, slides, including personal copies (*Please note: We make every effort to safeguard Reserve material. However, the Library cannot accept responsibility for lost and/or damaged personal material.*)
- Student-authored works (written authorization from student required)
- Photocopies of legally-obtained, copyright-protected items (see Guidelines)

To place items on reserve:

1. Complete **both sides of this form and sign** the Copyright Compliance statement below.
2. Submit the form and all materials (except library-owned books and media) to a Library Reserves Technician:
 - Make sure that a **COMPLETE CITATION** identifying the source of the document appears on all photocopied materials, and that photocopies are of **good quality** (i.e., readable).
 - For photocopied materials, you may place on reserve a reasonable number of copies for the number of students in your course.
 - All photocopies of periodical articles, book chapters, answer keys, notes, and other materials must be provided by instructors; the Library will provide folders for materials.

Guidelines

What can be copied?

Copies must comply with the Copyright Act of Canada. UFV's Fair Dealing Policy allows you to make short excerpts of copyright-protected materials; a short excerpt is defined as:

- up to 10% of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work)
- one chapter from a book
- a single article from a periodical
- an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works
- an entire newspaper article or page
- an entire single poem or musical score from a copyright-protected work containing other poems or musical scores
- an entire entry from an encyclopedia, annotated bibliography, dictionary or similar reference work

For more information, see UFV's Copyright Guide: <http://libguides.ufv.ca/Copyright>

What is not allowed?

- Systematic, cumulative copying of the same work

Please note: Copies of **student-authored works** may be placed on reserve, but personal information such as student ID numbers must first be removed, and the student(s) must provide written authorization (to be kept on file by the faculty member). A sample authorization form is available from the library.

Course Information

Course No. / Section _____

Instructor/s _____

Date to Remove End of semester OR _____

Campus Abbotsford Chilliwack

Loan Period

2 Hour

4 Hour

1 Day

2 Day

3 Day

7 Day

In Library Use Only

Copyright Compliance

By my signature I confirm that my use of the materials listed on this form complies with UFV's fair dealing policies (see <http://libguides.ufv.ca/Copyright>) OR that I have written permission from copyright holders to place the material on reserve.

Signature _____

Date _____

Course Reserves Worksheet



Please complete BOTH sides of this form. Your request cannot be processed without your signature.
Allow one week for processing.

Title	Author	Call Number	# of Copies	Barcode (LIB USE ONLY)