### Penfield Library Reserves Request Form

Please complete one form for each course. You can email the completed form(s) to [reserves@oswego.edu](mailto:reserves@oswego.edu), or return it in person at the Check Out & Reserves Desk at Penfield Library. Use additional pages as necessary.

Please allow one week for all reserve requests to be processed. All reserves will be removed at the end of the semester, unless otherwise indicated.

|  |  |
| --- | --- |
| Instructor name | Laker NetID |
| Email | Phone number |
| Course number / prefix (ex. NAS 390) | |
| Course title (ex. Images of Native Americans in Film) | |
| Date submitted | Anticipated enrollment |
| Semester | Course cross-listings (ex. ENG 390, AMS 400) |

## REQUIRED

\_\_\_\_\_   I understand and will comply with all copyright rules and the Penfield Library Reserves Contract (attached below).

Please use the following guidelines:

|  |  |
| --- | --- |
|  | * If you have personal copies you wish to place on reserve, bring the items to the Checkout & Reserves Desk as soon as possible * If the library owns the items, please give us as much information as possible so that we can identify the correct resource |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Title (as it should appear in our reserves system) | |
| Length of reserve (ex. Fall semester, permanent, etc.) | Loan period (1 hour, 2 hours, 3 hours, 3 days, 1 week) |
| Library owned materials: any additional information (author, year, call number, etc.) | |
| For articles: database URL (permanent URL, permalink, durable link, persistent link, or stable URL) *(*[*How to: Persistent URL*](https://www.oswego.edu/library/sites/www.oswego.edu.library/files/providing-url-to-journal-article.docx)*)* | |

|  |  |
| --- | --- |
| Title (as it should appear in our reserves system) | |
| Length of reserve (ex. Fall semester, permanent, etc.) | Loan period (1 hour, 2 hours, 3 hours, 3 days, 1 week) |
| Library owned materials: any additional information (author, year, call number, etc.) | |
| For articles: database URL (permanent URL, permalink, durable link, persistent link, or stable URL) *(*[*How to: Persistent URL*](https://www.oswego.edu/library/sites/www.oswego.edu.library/files/providing-url-to-journal-article.docx)*)* | |

|  |  |
| --- | --- |
| Title (as it should appear in our reserves system) | |
| Length of reserve (ex. Fall semester, permanent, etc.) | Loan period (1 hour, 2 hours, 3 hours, 3 days, 1 week) |
| For library owned materials: any additional information (author, year, call number, etc.) | |
| For articles: database URL (permanent URL, permalink, durable link, persistent link, or stable URL) *(*[*How to: Persistent URL*](https://www.oswego.edu/library/sites/www.oswego.edu.library/files/providing-url-to-journal-article.docx)*)* | |

### Penfield Library Reserves Contract

The purpose of this document is to pre-empt any misunderstandings between faculty and library staff on the issue of copyright and e-reserves processing at Penfield Library. We require one week to process your reserve items.

If you have any questions or concerns, please contact the Reserves Unit either by email or phone ([reserves@oswego.edu](http://www.oswego.edu/library/circ/reserves@oswego.edu) or 315-312-4268).

Types of Materials that can be placed on reserve:

* Circulating materials (books, videos, music discs, etc.)
* Personal materials
* E-reserves:
  + links to articles in our databases
  + links to ebooks

What we cannot put on reserve:

* Interlibrary loan materials or materials from other libraries
* Reference materials
  + Reference materials that need to be used for class can be placed on ready reference. Contact the Coordinator of Reference, Chris Hebblethwaite ([chris.hebblethwaite@oswego.edu](mailto:chris.hebblethwaite@oswego.edu)) with requests.
* Items from Special Collections
* Electronic documents (.pdf, .doc, .docx, .ppt, .pptx, etc.)
* Materials that exceed fair use. Below are some general guidelines to determine fair use:
  + No more than 10% or 1 chapter from a book
  + One short story, short essay, or short poem
  + One article from a journal or newspaper
  + One chart, diagram, graph, drawing, or picture from a book, periodical, or newspaper
  + Up to 10% but not more than 30 seconds of a music recording or music video

(Anything published before 1924 is in the public domain, and is exempt from these requirements.)