

## PBA Library RESERVE REQUEST FORM

The purpose of reserving materials is to provide access to high demand materials for short periods of time. Materials are placed on reserve at the request of the professor for the educational use of his or her students and are removed from reserve at the end of the semester. Reference materials and materials belonging to other libraries may not be placed on reserve. Personal materials placed on reserve may be retrieved at the end of the semester.

**ALLOW TWO SCHOOL DAYS FOR PROCESSING FROM THE TIME THE REQUEST IS RECEIVED.**

Every attempt is made to place materials on reserve as quickly as possible.

**Please NOTE:** An incomplete form may delay processing. For Clarity, Please Print.

Instructor \_\_\_\_\_ Phone \_\_\_\_\_

Campus:  PBA West Palm Beach       Orlando [FAX this form to (561)803-2235]

Course Title: \_\_\_\_\_ Course #: \_\_\_\_\_  
(No more than one course title per request)

Semester: Fall Spring 200\_\_ or Session: Start Date \_\_\_\_\_ End Date: \_\_\_\_\_

Check out terms (circle one): In-library only    One Day    Other \_\_\_\_\_

Ownership (circle one):    Library Copy                      Personal Copy

If Personal Copy, Return to me via campus mail    or    Hold for pickup

Library Call # (When applicable)	TITLE Enter as you wish it to appear in the catalog. (Catalog spacing restrictions sometimes require adjustments.)	ON Reserve Library use only	OFF Reserve Library Use only

### **Important Copyright Information**

The Library complies with the Copyright Revision Act of 1976 (Title 1, U.S. Code). In accepting photocopies for Reserve, the Library assumes that the copy has been made in compliance with the Fair Use provision of Section 107 of the Copyright Law. Photocopies of materials will be accepted from the faculty for reserve if they meet the following conditions:

- A single article from any single issue of a journal;
- A single chapter from a book (the entire book is preferable);
- A short story, or short poem whether or not from a collective work;
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper;
- A photocopy (without documented copyright permission) has not been on reserve during any previous quarter.

-OR-

The copyright holder's permission has been obtained and a copy of the permission letter is included with copies to be placed on reserve. In this case, provisions of the permission letter as to time limits and number of copies will be followed.

All copyrighted material must bear the copyright notice and be the property of the individual faculty member.

NOTE: Photocopied items placed on reserve in any previous semester cannot be put on reserve again until copyright permission have been obtained from the copyright holder.

"I certify that I am placing these materials on reserve in accordance with copyright law."

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please direct questions to : Nadine Nance at [Nadine\\_nance@pba.edu](mailto:Nadine_nance@pba.edu) or 561-803-2231

Library use below this line

Date Received: \_\_\_\_\_ Barcode: \_\_\_\_\_

Disposition:  Re-shelved

Returned to professor via:    Mail    Pickup    Personal Delivery