

**UNLV LIBRARIES (MS 7005)  
RESERVE INFORMATION AND RELEASE FORM**

**Primary Professor :** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(LAST) (FIRST)

**Ext:** \_\_\_\_\_ **Mail Code:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Course Number:** \_\_\_\_\_ **Course Title:** \_\_\_\_\_  
Ex: SOC 101 Ex: Principles of Sociology

*Please check one or more boxes - for guidelines, see below:*

- Electronic Reserves (Photocopies, articles, paper submissions only)       Physical Reserves (Library-owned and personal-copy books only)

**ELECTRONIC RESERVE INFORMATION**

Have **electronic reserves** been used for this class before? (*please check one*)       Y     N

- If **yes**, items previously scanned do not need to be submitted again. If you are reactivating a course, the course will be **reactivated in its entirety**. If you are not adding any new items, please read and sign below after completing the remainder of this section. If you would like to add additional items, **please list the new items by chapter or article title** on page 2. To remove readings, email the titles to be removed to your reserve coordinator. Courses and documents not reactivated within 3 academic years will be deleted from the E-Reserves system.
- Please select the order in which you would like submissions to be posted (*please check one*)       **Alphabetical** (By title)       **Time Order** (Submission order)
- Please select when you would like submissions to be available       **Fall**       **Spring**       **Summer**

**PLEASE NOTE:** Electronic reserves are scanned “as is” so please submit the best available copy. Items will not be cropped or manipulated in any way, as it is very time consuming. The following guidelines provide the best electronic readings:

1. **The scanner will ONLY accept 8 ½ X 11 paper**
2. Items free of staples
3. No black borders or dark pictures
4. No dog-eared or tattered materials
5. No shading of any kind over text as this will cause text to be blacked-out once scanned
6. Scans that result in large file sizes may have to be split into multiple readings
7. Please do not submit title pages or copies of the front covers of books as they will not be scanned

**PHYSICAL RESERVE INFORMATION**

Loan period for **physical reserve** items (*please check one*)       **2 Hour**     **24 Hour**     **3 Day**     **7 Day**

**PLEASE NOTE:** Items will be returned at the end of the semester. You may pick up your personal items at the Circulation Desk. Items not picked up 7 days after the end of the semester will be returned via campus mail. The library cannot assume responsibility for materials damaged or lost once they are turned over to the Mail Room.

**Please read the following statements before signing and dating the form. Failure to sign the form will result in delays.**

**Signature must be that of the professor requesting the materials be placed on reserve.**

I have read and understand the **University of Nevada Las Vegas Library Reserve Policy** ([www.library.unlv.edu/services/policy.html](http://www.library.unlv.edu/services/policy.html)).

My signature certifies that the items I am placing on reserve meet the following criteria:

1. Falls under the **Fair Use Provisions** set forth in **Section 17 of the United States Copyright Act 1976**
2. I am the copyright owner, and give the library permission to post these items on electronic reserve
3. I have documented permission from the copyright owner to use these materials
4. The work is in the public domain

By signing I agree that I am solely and wholly responsible for ensuring compliance with copyright law. I also agree that the library reserves the right to refuse placing any materials on reserve if library staff members determine they are in violation of the **Library Reserve Policy** or **Copyright Law**.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

Please list each chapter or article separately for electronic reserve items, and list items by **CHAPTER** or **ARTICLE** title **NOT** book title, as this is how they will appear in the database. Readings from the same chapter should be listed by chapter name; readings from multiple chapters or articles (i.e. excerpts) should be **separated** and listed by chapter or article title. The electronic reserve database does not provide an author field for submissions. Please list books by book title and call number.

TITLE: \_\_\_\_\_

CALL #: \_\_\_\_\_ FILE NAME: \_\_\_\_\_  
 (IF OWNED BY THE LIBRARY) (LIBRARY USE ONLY)

TITLE: \_\_\_\_\_

CALL #: \_\_\_\_\_ FILE NAME: \_\_\_\_\_  
 (IF OWNED BY THE LIBRARY) (LIBRARY USE ONLY)

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TITLE: \_\_\_\_\_

CALL #: \_\_\_\_\_ FILE NAME: \_\_\_\_\_  
 (IF OWNED BY THE LIBRARY) (LIBRARY USE ONLY)

**LIBRARY USE ONLY - NOTES**

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Date Scanned: \_\_\_\_\_ Initials: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Initials: \_\_\_\_\_