

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, copyrighted items (see Guidelines, at right)

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?

In accordance with fair dealing and **Access Copyright** agreement, you may photocopy:

- Up to **5% of a textbook** produced primarily for the postsecondary education market, or the following, whichever is greater (provided that it does not exceed 10% of the textbook):
 - an entire chapter;
 - an entire short story, play, poem or essay; or
 - an entire reproduction of an artistic work or single musical score.
- Up to **10% of a published work**, or the following, whichever is greater:
 - an entire chapter of a book (as long as it's not more than 20% of the book);
 - an entire newspaper article, magazine or journal article, short story, poem, essay, or encyclopedia entry; or
 - an entire reproduction of an artistic work or single musical score from a book or periodical.

What is not allowed?

- Systematic, cumulative copying of the same work
- Any amount of copying of a film or video
- Coursepacks
- Materials received through interlibrary loan

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 Mission

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 the guidelines as stated above OR that I have written permission from copyright holders to place the material on reserve.

Signature _____

Date _____

