

Middle Georgia State University

Faculty Reserve Form

Please complete this fillable form, print, and send to the Library along with any materials you wish to place on reserve. At the end of the semester all items will be removed from reserve and re-shelved or returned to the instructor. A new form **MUST** be completed each semester.

Instructor Name: _____

Course Name (Title): _____

Course Subject/Number: _____

Semester/Year: _____

E-Reserve Password: _____

(Each course needs a separate password. No specific length - lower case with letters and numbers)

Item Title	# of copies	Print (Select loan period for each item title)				Electronic
		Library Use Only	Overnight Use	7-Day	2-Hour	(No loan periods)

For digitized items, the original item must be owned either by the Library or by the instructor placing the item on Reserve, or copyright permission must be provided. When submitting items to be scanned for E-Reserves, please supply a high-quality, one-sided copy. No interlibrary loan copies will be accepted.

The material that I am submitting for Reserves abides by the Copyright Law of the United States and the Board of Regents of the University System of Georgia Guidelines. The following web sites provide more information concerning copyright:

<http://www.usg.edu/copyright/>

[Additional Guidelines for Electronic Reserves](#)

Signature: _____

Date: _____