

Reserves Request Form

Paul V. Galvin Library
Illinois Institute of Technology

Please complete this form and return it to the Galvin Library with your materials to be placed on Reserve, or save it and email to the Galvin Library Reserves Specialist (7-3620) at coursereserves@iit.edu. A separate form must be provided for each document.

Materials to be placed on the Reserve Shelf may include books or videos which will be used for a single semester. Electronic Reserve materials may include articles and public domain solutions sets, handouts, exams, or class notes, and should be submitted on 8.5" x 11" size paper in black or blue ink only.

Materials to be placed on Reserves must follow Fair Use copyright laws. One of the following criteria must be met:

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2. The items are in the public domain; or
3. The reproduction qualifies as "fair use" for the purpose of research and teaching as defined by the Copyright Act

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COURSE TITLE	<input type="text"/>			DEPT.	<input type="text"/>
COURSE #	<input type="text"/>	SECTION	<input type="text"/>	SEMESTER	<input type="text"/>

Provide the details below for the document(s) to be placed on Reserve:

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Document Type	<input type="text"/>	Reserve Period	<input type="text"/>
Document Title	<input type="text"/>		
# of pages	<input type="text"/>		

Reserve Shelf:

Document Type	<input type="text"/>	Loan Period	<input type="text"/>	Reserve Period	<input type="text"/>
Title	<input type="text"/>				
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For more information on Reserve submission guidelines and copyright restrictions, please go to <http://library.iit.edu/reserves>