

Hawaii Pacific University Libraries

Reserves Request Form — Photocopied Articles & Other Materials

(includes photocopies from books/journals, class notes, and sample exams)

- For papers, modules, and other items created by students (both originals and photocopies), use the **Student Works** Reserves form instead.
- The first page of each copy must contain a citation indicating the source of the material.
- In accordance with Fair Use guidelines, **photocopied materials will remain on reserve for one semester, and then will be returned to the instructor.**
- Instructors seeking to place the same material on reserve for subsequent semesters may be required to submit proof of copyright permission.
- No more than **3 copies** of the same article may be placed on reserve.
- The University Libraries are not responsible for damage, loss, or theft of reserve material.
- Select a loan period for each item on reserve; available loan periods are: "LUO" (Library Use Only), "1D" (1 day overnight), "2D" (2 days), and "7D" (7 days).

Instructor name: _____ Campus address: _____ Phone: _____ Email: _____	Department: _____ Course number: _____ Year: _____ Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Other _____
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NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

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I take full responsibility for the material listed on this request form, and affirm that:

- 1) **Use of the material falls within the Fair Use provision of copyright law, OR**
- 2) **I have obtained permission from the copyright holder(s), OR**
- 3) **The material is within the public domain.**

Faculty signature _____ Date _____

Author	Article Title	Source <small>Journal, volume, issue, year</small>	# of copies <small>(max. 3)</small>	Loan Period <small>(LUO, 1D, 2D, 7D)</small>

Use back of form for additional titles.

Accepted by (Library staff initials): _____

CMU 11/2009
Rev: KK 08/2012

