



George Mason University Libraries

COURSE RESERVE/COPYRIGHT FORM

★ Please complete this form, provide photocopied materials for reserve and submit a typed bibliography (or completed bibliography form) at least 2 weeks prior to the first day of classes to ensure prompt availability of reserve materials. Faculty may place up to 30 journal articles/photocopied materials per course on reserve. **Please note: Articles previously on reserve or issued in course packs require copyright permission.** ★

Please Print

A.

INSTRUCTOR: _____ **DEPT:** _____ **MSN:** _____
Last Name First Name

PHONE: (w) _____ (h) _____ **EMAIL:** _____

COURSE NAME & NUMBER: _____ **SECTION NUMBER(s):** _____

ESTIMATED ENROLLMENT: _____ **SEMESTER:** _____ **Year :** _____

Place items on Electronic Reserve (Web Access)? *Yes _____ No _____

**Print article will still be available at the circulation/reserves desk*

**See item "C" for more details about Electronic Reserves*

B. Please attach a typed bibliography which includes book or journal title and author. If journal, include volume, number, year and pages. If book, include city, publisher, year and pages OR, complete the provided "Bibliography Form" **Please note: If you are submitting a typed bibliography, please CIRCLE any items which have previously been placed on reserve or used in a course pack.**

C. Electronic Reserve Procedures

- Electronic Reserve materials are accessible to students via the World Wide Web by instructor's name or course title only.
- Materials will be available electronically only for the semester in which the course is taught. Materials become inaccessible at the end of each semester unless in the public domain.
- Passwords are assigned to each class to ensure access is limited to enrolled students. Reserve staff will contact you via e-mail with the user name and password to give to your students.
- Books (including those out of print), book chapters, or anthologies **will not** be accepted for Electronic Reserve.
- Print reserves will be limited to 1 copy if the item is on Electronic Reserve.

D. Copyright Liability Information / Signature

- GMU Libraries reserve the right to refuse to accept copied materials for Course Reserve if, in its judgment (or that of the University's Copyright Assistance Office), fulfillment of the request would involve violation of copyright law.
- The Copyright Law of the United States (Title 17, United States Code) governs the photocopying or other reproductions of copyrighted materials, and the Copyright Policy of George Mason University (Administrative Policy no. 22) requires University faculty compliance.
- Items which have never been placed on reserve or used in a course pack, will be placed on standard print reserve (and digitized for Electronic Reserve if you indicated "yes" above) for **one semester** under the provision of educational fair use. To comply with this provision, articles may only be placed on semester reserve if:
- Not more than three (3) articles are used from a single periodical volume
- You have NOT used these articles in a previous semester
- Not more than a single chapter and less than ten percent of the total work are photocopied from a book.

My signature signifies that materials submitted for print and/or electronic reserve are in compliance with copyright law and that I have not used these materials for this course in any previous semesters, unless indicated on the attached bibliography.

Faculty Name (print) _____

Faculty Signature _____ **Date** _____

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Initials

Rev. 12/00