

# Linfield College Libraries Reserve Request

## Portland Campus Library

Instructor: \_\_\_\_\_ Date: \_\_\_\_\_ Dept: \_\_\_\_\_ Course #: \_\_\_\_\_

Course Title: \_\_\_\_\_ Semester: \_\_\_\_\_ # of students in course: \_\_\_\_\_

**These questions will help us determine if copyright law allows the library to place these items on reserve.**  
(This section must be completed by the faculty member BEFORE items may be placed on reserve.)

Please circle appropriate answers:

1. Do you hold the copyright for this work? Yes / No
2. Owned by you or the Portland Campus Library? Yes / No
3. Published work? Yes / No
4. Factual? Yes / No
5. Creative work (i.e. art, music, novel, or play)? Yes / No
6. Large portion or whole work used? Yes / No

7. Have you obtained copyright permission? Yes / No
8. Would you like originals returned? Yes / No
9. Do the above answers apply to each reserve? Yes / No  
(If no, then a new form is needed for each different item or group of items.)
10. Faculty member agrees this section has been completed as correctly as possible?

*Faculty Initials*

For more information about the Linfield College Library's copyright policy, please go to: <http://www.linfield.edu/library/copyright.html>

**Please provide complete citations here, or on attached list.**  
More space is available on the back of this form.

### Book/Video

Title: \_\_\_\_\_ Author: \_\_\_\_\_

Date/Edition: \_\_\_\_\_ Call#: \_\_\_\_\_ Loan period:  4 hours  other [specify] \_\_\_\_\_

Book/Video owned by Instructor or Portland Campus Library?  Yes  No Request purchase?  Yes  No

### Journal Article

Journal Title: \_\_\_\_\_ Article Title: \_\_\_\_\_

Author: \_\_\_\_\_ Date: \_\_\_\_\_ Volume: \_\_\_\_\_ Issue: \_\_\_\_\_ Pages: \_\_\_\_\_

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**Journal Article**  
Journal Title: \_\_\_\_\_ Article Title: \_\_\_\_\_  
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