

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 4hours, library use only 1 day

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

Journal Article

Journal Title: _____ Article Title: _____

Author: _____ Date: _____ Volume: _____ Issue: _____ Pages: _____

Number of copies requested for reserve: _____ Loan period: 4 hours 4hours, library use only 1 day

Journal article owned by Instuctor or Portland Campus Library? Yes No

Book/Video

Title: _____ Author: _____
 Date/Edition: _____ Call#: _____ Loan period: 4 hours 4hours, library use only 1 day
 Book/Video owned by Instuctor or Portland Campus Library? Yes No Request purchase? Yes No

Book/Video

Title: _____ Author: _____
 Date/Edition: _____ Call#: _____ Loan period: 4 hours 4hours, library use only 1 day
 Book/Video owned by Instuctor or Portland Campus Library? Yes No Request purchase? Yes No

Book/Video

Title: _____ Author: _____
 Date/Edition: _____ Call#: _____ Loan period: 4 hours 4hours, library use only 1 day
 Book/Video owned by Instuctor or Portland Campus Library? Yes No Request purchase? Yes No

Journal Article

Journal Title: _____ Article Title: _____
 Author: _____ Date: _____ Volume: _____ Issue: _____ Pages: _____
 Number of copies requested for reserve: _____ Loan period: 4 hours 4hours, library use only 1 day
 Journal article owned by Instuctor or Portland Campus Library? Yes No

Journal Article

Journal Title: _____ Article Title: _____
 Author: _____ Date: _____ Volume: _____ Issue: _____ Pages: _____
 Number of copies requested for reserve: _____ Loan period: 4 hours 4hours, library use only 1 day
 Journal article owned by Instuctor or Portland Campus Library? Yes No

Journal Article

Journal Title: _____ Article Title: _____
 Author: _____ Date: _____ Volume: _____ Issue: _____ Pages: _____
 Number of copies requested for reserve: _____ Loan period: 4 hours 4hours, library use only 1 day
 Journal article owned by Instuctor or Portland Campus Library? Yes No