

Peter J. Cayan Library - E-Reserve Request Form

Today's Date _____

Course Number _____ Course Name _____

Name of Instructor _____

Phone _____ E-mail _____

Department _____

Office Address _____

For which semester do you want these materials accessible to students?

Fall _____

Spring _____

Summer _____

Special instructions:

REQUIRED: Please list the **full bibliographic citation** (in either **APA** or **MLA** formats) of each item to be placed on Reserve:

Questions? Please contact Barbara Grimes at x7253 or grimesb@sunyit.edu.

Thank you.

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- (1) the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- (2) the nature of the copyrighted work;
- (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- (4) the effect of the use upon the potential market for or value of the copyrighted work.

The signature of the faculty member below certifies that any permission necessary to use copyrighted material for library reserve has been granted, unless use of the material is considered to be "fair use."

Signature (required)

Date

The Library cannot process material submitted without Instructor's signature.
Developed by Drake Memorial Library, SUNY Brockport.