Peter J. Cayan Library - E-Reserve Request Form

Today’s Date ________________________________

Course Number _______________ Course Name____________________

Name of Instructor ________________________________ (Please print)

Department ________________________________

For which semester(s) do you want these materials accessible to students?
(check all that apply)
Indefinitely _________ 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 reserves the right to refuse to process material submitted without Instructor’s signature.

Developed by Drake Memorial Library, SUNY Brockport.