

E-Reserve Request

Access Services Department

Lauinger Library

reserves@georgetown.edu

202-687-7607

STAFF USE ONLY

Date Received:

Shelf Location:

Received by:

Please complete this form to make e-reserve requests for:

- Photocopies or scans of articles and book chapters that you are submitting (**please provide clean, single-sided copies**).
- Scans of articles and book chapters that you are requesting the Library to make on your behalf.

E-Reserve Guidelines:

- To expedite your request, please submit one clearly legible, single-sided copy of each article or book chapter. When material is provided by the faculty member these materials will be processed within one business day. Requests without material provided will be processed as soon as Access has obtained the material.
- Entire journal issues will not be scanned and placed on e-reserve.
- If the material is copyrighted, the amount of copying requested must fall within the scope of [fair use](#).
- Materials created and marketed primarily for use in the type of course being offered (e.g., workbooks, textbooks, coursepacks) will not be placed on e-reserve.
- There are several ways we can deliver electronic reserves to you and your students. We can either share a Box folder with you the professor and let you disseminate the readings, we can grant the students in your class viewing access to the Box folder if you provide a list of net ID's, or we can directly paste a link to the readings in your course's Canvas/Blackboard page.

UNSIGNED REQUESTS CANNOT BE PROCESSED

Please print/type:

Instructor: Department: Campus Address:

Office Phone: Home Phone: Email:

Enrollment: Course Number: Course Title:

Semester (*select one*): Fall Spring Summer I Summer II Year:

Select One: Canvas Blackboard Delivery Method: Post to Canvas/Blackboard Share Box Folder

Copyright Statement:

- I have read the *E-Reserve Guidelines* above and agree to their terms.
- I understand that the Library has the right to refuse my reserve requests or remove my reserve materials if they do not comply with copyright law or the Library's [course reserve policies](#). [Know Your Copy Rights](#) has useful information on how you can use copyrighted works in your teaching.
- I realize that I may be responsible for any infringement of the [Copyright Act of 1976](#) that results from my noncompliance with copyright law.

Instructor's Signature:

Date:

If you are filling out the form online, typing your name on the Instructor's Signature line constitutes signing the Copyright Statement.

