



**University of Maine at Presque Isle
Library
Course Reserves Submission Form**

INSTRUCTOR INFORMATION

Date _____

Name: _____ Campus Address: _____
Campus Telephone: _____ E-mail Address: _____
Web Address: _____

Cross Reference to (if applicable):

Name _____ Campus Address: _____
Campus Telephone: _____ E-mail Address: _____

COURSE INFORMATION

A copy of the course syllabus is **REQUIRED** with your initial Reserve form.

Course Title: _____ Course Number: _____

Course Begin Date: _____ End Date: _____ Semester: _____

Expected Enrollment _____

Loan Period: CLOSED RESERVE (In Library Use Only) _____

OPEN RESERVE: One Day _____
Three Days _____
One (1) Week _____
Two (2) Weeks _____

COPYRIGHT COMPLIANCE:

Please read and sign the following copyright statement:

The copyright law of the United States (Title 17, US Code) governs the making of photocopies or other reproductions of copyrighted material. In accepting photocopies for Reserve, the UMPI Library assumes that the copy or copies you are submitting have been made in compliance with the fair use provisions of Section 107.

Signature: _____ Date: _____
(Your signature above applies to all future readings attached to this course reserve list.)

Please attach (or email) a copy of the **course syllabus** to this form and bring it, along with the items to place on reserve, to the Access Services (Circulation) Desk. Copies of all forms are available at the Access Services Desk, online at www.umpi.edu/library or by calling x9595 or x9593.

Please allow at least three days for processing reserve materials.

University of Maine at Presque Isle Library Course Reserves Policy

1. The primary purpose of the **Reserve System** is to make limited supplies of required/supplemental course materials available to students in a timely and equitable manner.
2. Once a semester, a **Course Reserves Submission Form** must be completed for each reserve list. This form must be submitted before material can be processed for reserves.
3. A copy of your **Course Syllabus** must be submitted with each reserve list.
4. To allow for processing, reserve materials, should be submitted a minimum of one week before items are to be assigned, which includes at least 3 days for processing. Reserve materials will **NOT** circulate until processed.
5. Reserve lists are limited to 25 items, with 2 copies per title accepted.
6. All titles will be removed from reserve at the end of the semester unless notification is received that the course is being offered by the same faculty member for the following semester. **All photocopied articles (including) chapters will be removed at the end of each semester unless appropriate permission has been obtained from the copyright holder.**
7. The following items **CAN NOT** be placed on reserve:
 - a. Materials owned by libraries other than the UMPI Library;
 - b. UMPI Library-owned journals/newspapers/microform;
 - c. UMPI Library-owned reference materials.
8. The Library reserves the right to limit any one item that may be placed on reserve to 2 copies per title. Class size as well as space considerations and copyright compliance will be carefully considered in making this determination.
9. If you wish to permanently remove items from your reserve list prior to the end of the semester, please call the Access Services Desk, extension 9593 or 9595, a day or so ahead of time so that we may remove the items(s) from our computerized lists.

Thank you for your cooperation.