

Reserve Request Form
Reinert-Alumni Library

1. *A separate sheet is needed for each course, unless the same list applies to more than one course*
2. *Instructors are responsible for complying with copyright law. Department pays for copyright fees.*
3. *Call numbers are only necessary for library books and videos.*
4. *Personal copies may also be placed on reserve.*
5. *Return completed forms and items to Reserve Section, Circulation Department: 402-280-2260.*
6. *Please allow **four** working days for processing.*

Type of Circulation (please check one):

Hard Copy <input type="checkbox"/> Two hours, Library use only <input type="checkbox"/> Three days <input type="checkbox"/> Seven days	<input type="checkbox"/> E-Reserves	CD's / Videos / DVD's <input type="checkbox"/> Four hours, Library use only <input type="checkbox"/> One day <input type="checkbox"/> Three days <input type="checkbox"/> Seven days
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Instructor _____

Instructor ID Number 62749 _____

Campus Address _____ **Phone** _____

Email Address _____

Course Title _____

Course Code (3 Letters) _____ **Course Number** (3 #'s) _____

Please indicate Copyright Compliance for each item:

1. **You have determined that inclusion of the item on reserve constitutes fair use.** (See [Fair Use Checklist](#)). Please check the “Fair Use” column on the form

OR,

2. **You have secured permission from the copyright owner to use the item.** Please check the “Permission Obtained” column on the form.

OR,

3. **The item is available from a Creighton University Library licensed resource.** Please check the “Library-Licensed Resource” column on the form .(Library staff can determine this if you are uncertain)

[illegible]