RESERVE FORM
Annenberg Library

When placing items on Reserve in the Annenberg Library, please remember:

- copies of copyrighted materials must meet the 3 Fair Use tests: *brevity, spontaneity*, and *cumulative effect*;
- using the same photocopied material for more than one semester requires written permission from the copyright holder;
- all copies placed on Reserve must bear full bibliographic citation on the first page as well as an appropriate copyright warning;
- materials acquired from other libraries may not be placed on Reserve;
- the Library does not copy materials for Reserve;
- please allow ***3-5 week days*** for Reserve materials to be processed.

The Annenberg Library abides by the provisions of the U.S. Code, Title 17, regarding copyright.

Name_____ **Course Name**_____

Date_____ **Course Number**_____

Title & Type of Material (if not a book)	Call Number/Personal Copy