RESERVE FORM
Annenberg Library

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

- use of copyrighted materials as course reserves must fall within the limits of fair use under U.S. copyright law. This requirement is particularly relevant to the use of photocopies. If you have doubts please utilize the Fair Use checklist developed by Columbia University.
- 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 up to 4 ***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
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