



Nevada State College Library

NSC Library Reserves Instructions:

- Please fill out this form and present it with the item for reserve to any member of our library staff.
- Remember that we can only host individual items on reserve for a maximum of one semester. *Each semester* the instructor will have to fill out a new form for the new term or the item will be removed from the collection.
- **eReserve:** Please have the article or chapter you wish to place on eReserve already scanned, copied, or saved (if it is saved please make sure it is in a location easily accessible by our library staff) and provide that information with this completed form. Please submit items for eReserve at least 2 days prior to the date it is needed for your class.
 - If an item is not already scanned the library staff can assist you. You must be able to provide a duplicate copy (photocopy) of the item to be scanned. Please allow a week prior to the date needed to allow time to process your item. The hardcopy will be reserved for your students

**** Please clearly print the owner's name inside or on the reserve item**

Course Record Information:

Instructor's name: _____ Class title & number: _____

Classroom location (Please check one): Dawson ___ Basic & Water ___

This is item for (please check one): Physical reserve ___ eReserve ___

Bibliographic Information:

Owner of item (if not the instructor listed above): _____

Owner's email: _____ or Phone: _____

Title of the item (for more than one item, please fill out a separate for each):

Semester of reservation: Fall Spring Summer End Date: _____
Maximum length is one semester

Copyright Policy:

It is the policy of Nevada State College Library to follow the fair use provisions of the Copyright Law (contained in Title 17 of the U.S. Code). Specifically the Library's Reserves Policy is guided by the permissions granted within Section 107 of the Copyright Law with respect to making copies for educational purposes. The law states that making multiple copies for classroom use is not considered a copyright infringement. For further Information on the Reserves and Copyright, please visit the library homepage at: <http://nsc.nevada.edu/Academics/Library/Index.asp>

Signed: _____ Date: _____