

University Library System Electronic -or- Photocopy Reserve List

Instructor: _____	Materials for: (circle one)	Department: _____
E-Mail: _____	Electronic Photocopy	Course Name: _____
Campus Address: _____	Materials to be used for the	Course Number: _____
Phone Number: _____	_____ Term	Number of Students: _____
		Date Received: _____

ALLOW ONE MONTH MINIMUM FOR PROCESSING
COMPLETE CITATIONS ARE REQUIRED
MAXIMUM OF 60 ITEMS

Note to Faculty:

Reserve photocopies and e-reserves are subject to the fair use provisions of the Copyright Law (Title 17 US Code.); information is available on the ULS home page. Photocopies from copyrighted material are limited to one chapter or excerpt from any given book. Please provide a paper copy of the book chapter or article if it is not available online. You can check for e-journals at <http://www.library.pitt.edu/articles/journals/> . Full citations are required. You may list the information on this form or provide a bibliography of all materials for electronic reserve.

Photocopies are the property of the course instructor and should not be resubmitted for successive terms because the cumulative effect may leave the institution liable for infringement if it is determined that the repeated submission affects the potential market value of that material. Circulation of reserve materials is subject to the same confidentiality provisions as other library materials. Thus, the libraries will not release the names of those who have checked out reserve items.

When your electronic reserves are available, you will be notified to contact the library for the password for access. For security reasons, please share the password with your students in class, but do not distribute it in any print or electronic form. Access to your e-reserves via PITTcat will not be available until the first day of the term.

Signature: _____

Format	URL	Title	Author	Chapter/ Article Title
Book/Journal/ Article/Website	For websites and journal articles, if available.	For book, include title, publisher, publication date and pages. For journal, include volume/issue number, year and pages.		
Book Example		<u>Lenin's Revolution</u> , New York, NY: Viking, 1997, p. 540-651.	Figes, Orlando.	"First Blood."
Journal Example	http://search.epnet.com/direct.asp?an=13698779&db=aph	Bronte Studies; Jul 2004, Vol. 29, Issue 2, p. 111-123.	Betsinger, Sue Ann.	"Jane Eyre and the Orphan's 'Mother.'"

