



Library Reserve Removal Request Form

(Please use this form when placing materials on Reserve at the BA Library)

Course Number: _____
(e.g. DEPT_NUMBER)

Course Title: _____
(e.g., Title as printed in schedule)

Term: _____
(e.g., Fall 08)

Instructor Name: _____

Instructor Extension: _____

Instructor Email: _____

- 1.) Print out, complete, and submit this form to have items removed from Reserve.
- 2.) Photocopies of articles may be placed on reserve for one course for one semester without permission from the copyright owner. **Use of the same photocopied materials in multiple courses or subsequent semesters requires written permission from the copyright owner.** Instructors must assure that all copyright requirements are met. Instructors who do not have copyright permission for submitted articles will have the materials returned to them. See the Library Reserves page <http://library.nsuok.edu/Reserve/index.html> for additional information. Contact Tom Rink at 918-449-6457 (rink@nsuok.edu) concerning Library Reserves for the NSU Broken Arrow Campus.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies of other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Items to be Removed (Title/Author):
(additional forms may be submitted as needed)

Barcodes:

Received by: _____
(Initials)

Date: _____

Removed from Millenium _____
(Initials)

Date: _____