

**HOFSTRA UNIVERSITY LIBRARY
Reserve Material Submission Form**

Rec'd By/Date: _____
(Staff Use)

Submit one form for each piece of material you are submitting for reserve.

Instructor's Name:	
Hofstra 700 number	700-
Instructor's E-Mail	
Department and Course #:	
Course Title:	
# of Students in Class:	
Semester (Check one)	___ FALL ___ SPRING ___ WINTER ___ SS1 ___ SS2 ___ SS3

Materials submitted for reserve must fall within the guidelines of copyright and fair use as established under the University's policy. The "Fair Use Checklist" must be filled out and submitted along with this form.

This request is for: **E-Reserve** **Paper Reserve**

- I would like my E-Reserve materials made accessible for screen-reader technology.
- I would like a link to the E-Reserve page placed in my Blackboard course site.

BOOK or Article

Author:	
Title:	
Periodical or Publisher:	
Date:	
Chapter or Pages requested:	

Check the appropriate source box(es):

Hofstra Library print collection	Hofstra Library licensed database	I am the author of this book/ article.	I own a copy of this book/article.	Please request copyright clearance.
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I certify that the information I have provided is accurate. I understand that request and payment for copyright permission is at the discretion of the Head of Access Services and the Dean of Library and Information Services.

Signature **Date**

Approved by _____ Date _____