### BUSINESS LIBRARY RESERVE FORM: PHOTOCOPIES

<table>
<thead>
<tr>
<th>Professor Name &amp; Department</th>
<th>Course Name &amp; Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester and Year</td>
<td>Number of Students</td>
</tr>
<tr>
<td>Date of Request</td>
<td>Office Phone Number</td>
</tr>
<tr>
<td># of Copies</td>
<td>Title</td>
</tr>
<tr>
<td></td>
<td>Author(s)</td>
</tr>
</tbody>
</table>

#### TERMS OF USE (check one)
- 2 hrs. in library ONLY (standard for faculty-supplied items)
- 24 hrs.
- 3 days (fines for this period are $5/day)

- Each item needs to be enclosed in a three-ring binder
- Only copyright-cleared materials may be accepted
- The copyright compliance section of this form MUST be completed

#### Copyright Compliance:

1. Have you secured permission from the copyright owner to photocopy these items? □ Yes □ No
   OR
2. Are the photocopies in compliance with the Fair Use provision of the Copyright Law? □ Yes □ No

- Photocopies allowed under the Fair Use provision are viable for one semester only. Further use is contingent upon presenting proof of permission from the copyright owner. Inquire with the librarian performing Reserves duty for more information.
- Materials are removed from reserve at the end of the semester.
- Details on course reserves are available on the Faculty Resources section of our website located at: [http://biclibguides.cox.smu.edu/coursereserves](http://biclibguides.cox.smu.edu/coursereserves)

#### Will this material be used by another professor? □ Yes □ No

_________________________ ____________________________
Name of other professor     Date                             Signature of requesting professor