



Please read procedures
on the back of this form

Date:	Course Number:
Professor's Name:	Course Name:
Telephone/e-mail:	Removal Date: after FALL exam after WINTER exam other (specify date):

~ A service provided by the Library to make limited resources available to as many students as possible ~

Item Information						Circulation Type					Library Use
AUTHOR (last name)	TITLE (as listed in course Outline)	CALL NUMBER (if library book)	Copy	Prof's item	Library Item	2 Hr. LOAN	4 Hr. LOAN	1 DAY LOAN	3 DAY LOAN	1 WEEK LOAN	
											On
											Off
											On
											Off
											On
											Off
											On
											Off
											On
											Off
											On
											Off

Special Instructions:

Faculty Signature _____ Date: _____	RECEIVED BY: DATE/INITIALS	LIBRARY USE
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RESERVES PROCEDURES

1. All items placed on reserve must be listed on a Reserves Form. Forms are available from the Access Services Desk or at http://library.acadiau.ca/forms/reserves_form.pdf
2. Reserve material must be accompanied by a completed and signed Reserves Form.
3. Reserves are normally processed in the order in which they arrive at the Unit.
4. The Library will accept for Reserves any item that meets our mandate to support study, research, intellectual growth, and scholarly communication, including:
 - **Library Items**
If library items accompany your Reserves Form, they can usually be processed within 24 hours.
Items that are currently in circulation will be recalled and placed on reserve.
When a request is received to place a portion of a book on reserve, and where the Library owns a copy of the book, the Library copy of the book will be placed on reserve.
When a request is received to place a journal article on reserve, and where the Library owns the journal in print, the Library copy of the journal will be placed on reserve.
 - **Novanet Items**
Items from other Novanet libraries can be placed on Reserve once we obtain that library's permission. However, that library can ask that their material be removed from Reserves and returned to them at any time.
 - **Personal Copies:**
If the Library does not own a particular item, a personal copy may be put on reserve. Personal copies should contain owner identification.
Security strips will be applied to these items.
We make every effort to safeguard Reserve material. However, the Library cannot accept responsibility for lost and/or damaged personal material.
 - **Photocopies:**
All photocopies must comply with Canadian copyright legislation.
5. **The following types of material *cannot* be accepted for Reserves:**
 - Items that contravene copyright legislation;
 - Materials received through Interlibrary Loan;
 - Copies that do not comply with the Copyright Act or with the appropriate rightsholder licence.

COPYRIGHT

Items on reserve are subject to Canadian copyright legislation. Copies that are not substantial portions of the original document do not require any copyright clearance. More substantial copying may be allowed under the fair dealing provisions of the Copyright Act, under an existing licence with journal publishers, under a Creative Commons or other licence, or under Acadia's licence with Access Copyright. Written permission from the copyright owner must be obtained by the faculty member for any copyright-protected items not covered by the above. For further information, please refer to the Library website at <http://libguides.acadiau.ca/copyright/>

COPYRIGHT COMPLIANCE (for copies only)

Please sign to indicate that the signer assumes all responsibility for copyright and that all copyright issues have been cleared.

Faculty Signature: _____

FOR ASSISTANCE

Please contact Access Services Staff by phone at 585-1249 or by e-mail at access-circ@acadiau.ca for information or assistance with Reserves.