

VAUGHAN MEMORIAL LIBRARY

ACADIA UNIVERSITY

COURSE RESERVE FORM

**Please read procedures**

**on the back of this form**

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| **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 ~

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| --- | --- | --- | --- |
| **Item Information** | **Ownership** | **Circulation Type** |  |
| **AUTHOR****(last name)**  | **TITLE** **(as listed in course outline)** | **CALL NUMBER****(if library book)** | **number of copies** | **Prof’s Item** | **Library Item** | **2 hr. LOAN** | **4 hr. LOAN** | **1 day LOAN** | **3 day LOAN** | **1 week LOAN** | LibraryUse |
|  |  |  |  |  |  |  |  |  |  |  | On |
| Off |
|  |  |  |  |  |  |  |  |  |  |  | On |
| Off |
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| Off |

**Special Instructions:**

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| Faculty Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | RECEIVED BY:DATE/INITIALS | LIBRARY USE  |

PROCEDURES

1. **All items placed on Course Reserve must be listed on a completed and signed Course Reserve Form. Forms are available from the Access Services Desk or at** <https://library.acadiau.ca/borrow/course-reserves.html>
2. **Course Reserves are normally processed in the order in which they arrive at Access Services.**
3. **The library will accept for Course Reserve any item that meets our mandate to support study, research, intellectual growth, and scholarly communication, including:**
* **Vaughan Library Items**

 If library items accompany your Course Reserve Form, they can usually be processed within 24 hours.

Items that are currently in circulation will be recalled and placed on Course Reserve.

* **Novanet Items**

Items from other Novanet libraries can be placed on Course Reserve once we obtain that library’s permission. Our Access Services staff will seek this permission.

However, the lending library retains the right to ask that their material be removed from Course 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 Course Reserve. Personal copies should contain owner identification.

Security strips will be applied to these items.

We make every effort to safeguard Course Reserve material. However, the Library cannot accept responsibility for lost and/or damaged personal material.

* **Photocopies:**

All photocopies must comply with Canadian copyright legislation.

When a request is received to place a portion of a book on Course Reserve, and where the library owns the book, the library copy of the book will be placed on Course Reserve.

When a request is received to place a journal article on Course Reserve, and where the library owns the journal in print, the in-print journal will be placed on Course Reserve.

1. **The following types of material *cannot* be accepted for Course 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 license.

# COPYRIGHT

# Items on Course 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 license with journal publishers, or under a creative commons or other license. 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/> .

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| **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 (902) 585-1249 or by e-mail at reserves@acadiau.ca for information or assistance with Course Reserves.