

**ELECTRONIC AND TRADITIONAL RESERVES ENTRY FORM**

Audiovisuals/Reserves  
Zach S. Henderson Library  
P. O. Box 8074  
Statesboro, GA 30460-8074

Phone Number: 478-5482 or 478-5647  
Fax Number: 478-5034  
TDD Number: 478-1314

**Brief Reserve Guidelines**

**At different points during the semester, such as the beginning, mid-term, and finals, it often takes us up to four working days to process your reserves due to the volume of material being received, but under normal situations the regular processing time is usually within two days. Please do not tell your students that a reserve item is available until you receive an e-mail confirmation.** While we always try to be particularly careful with personal copies, we cannot **guarantee** their safety or replacement if lost. If in our opinion putting something on reserve would violate copyright law, we will contact you. We will pull books and photocopy articles to be put on reserve, but we will give preference to those materials delivered to us for processing. *We cannot promise that books and articles we pull and copy will be ready in the normal time period.* If you do not specify a date an item is to be taken off reserve, we will assume the end of the current semester. If you would like for something to remain on reserve longer than a year, please explain why. Please be aware that, while we do our best to circulate reserve materials to as many students as possible, there are times when demand exceeds supply. If you have a large class and a reading is required for a test, please let us know ahead of time. We might be able to make extra copies or take other measures to satisfy demand. It never hurts to explain to the students in class that they are taking a big chance by putting off reserve readings until the last minute. Whether the students will heed the warning is another matter. Thank you.

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Date: \_\_\_\_\_

Campus P. O. Box: \_\_\_\_\_ Alternate Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_@georgiasouthern.edu Number in Class: \_\_\_\_\_

Course Number (ex BHON1101): \_\_\_\_\_ Course Title: \_\_\_\_\_

\*\*\*\*\*

1) Title of Item: \_\_\_\_\_ Author: \_\_\_\_\_

Call# \_\_\_\_\_ # of Copies: \_\_\_\_\_

Circulation Period (circle): 1 2 3 Hour(s) 1 3 Day(s) One Week Removal Date: \_\_\_\_\_

Do you expect high demand for this item? For instance, is it key reading for a test? Y N

Do you wish this item to be on Electronic Reserve? Y N

Copyright Checklist Reviewed? \_\_\_\_\_ (please initial)

[http://www.usg.edu/copyright/documents/fair\\_use\\_checklist.pdf](http://www.usg.edu/copyright/documents/fair_use_checklist.pdf)

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Copyright Checklist Reviewed? \_\_\_\_\_ (please initial)

[http://www.usg.edu/copyright/documents/fair\\_use\\_checklist.pdf](http://www.usg.edu/copyright/documents/fair_use_checklist.pdf)

Additional items may be listed on the back of this form. Only 1 entry needed for copies of the same item. Please note number of copies to be on reserve. Please fill out separate forms for different courses.

Thank you.