



Reserve/eReserve Request Form

Professor's Name:

Date:

Department

Ext.:

College:

Campus Address:

Course Title:

Course #

Semester: Fall Spring Summer Winter Year

*E-mail address:

E-Reserve Class Password:

All reserve material will be removed from reserve at the end of each semester unless it is indicated above that materials will be used in consecutive semesters (limit 2). For additional information on copyright please see the [Copyright Libguide](#).

I accept the responsibility of ensuring that my course materials comply with copyright guidelines. I understand I need to complete a form every semester or every year if course materials need to be available for two consecutive semesters.

*Signature: _____

Date:

PLEASE ALLOW 1 WEEK FOR PROCESSING

[List high priority items **FIRST**, as we will process items in the order they are listed.]

Citation(s) of Materials to be Placed on Reserve: Include book title, article title, author, pages, and any other pertinent information	Please check one: <input checked="" type="checkbox"/>	For E-RESERVE Please check one: <input checked="" type="checkbox"/>	For PRINT Reserve Please check one: <input checked="" type="checkbox"/>
1.	<input type="checkbox"/> E-Reserve <input type="checkbox"/> Professor's Book <input type="checkbox"/> Library Book <input type="checkbox"/> Other _____	<input type="checkbox"/> Fair Use <input type="checkbox"/> Public Domain <input type="checkbox"/> Copyright Clearance obtained by professor <input type="checkbox"/> Professor owns copyright	<input type="checkbox"/> Library Use – 2 hrs. <input type="checkbox"/> 24 hrs. <input type="checkbox"/> 7 days
2.	<input type="checkbox"/> E-Reserve <input type="checkbox"/> Professor's Book <input type="checkbox"/> Library Book <input type="checkbox"/> Other _____	<input type="checkbox"/> Fair Use <input type="checkbox"/> Public Domain <input type="checkbox"/> Copyright Clearance obtained by professor <input type="checkbox"/> Professor owns copyright	<input type="checkbox"/> Library Use – 2 hrs. <input type="checkbox"/> 24 hrs. <input type="checkbox"/> 7 days
3.	<input type="checkbox"/> E-Reserve <input type="checkbox"/> Professor's Book <input type="checkbox"/> Library Book <input type="checkbox"/> Other _____	<input type="checkbox"/> Fair Use <input type="checkbox"/> Public Domain <input type="checkbox"/> Copyright Clearance obtained by professor <input type="checkbox"/> Professor owns copyright	<input type="checkbox"/> Library Use – 2 hrs. <input type="checkbox"/> 24 hrs. <input type="checkbox"/> 7 days
4.	<input type="checkbox"/> E-Reserve <input type="checkbox"/> Professor's Book <input type="checkbox"/> Library Book <input type="checkbox"/> Other _____	<input type="checkbox"/> Fair Use <input type="checkbox"/> Public Domain <input type="checkbox"/> Copyright Clearance obtained by professor <input type="checkbox"/> Professor owns copyright	<input type="checkbox"/> Library Use – 2 hrs. <input type="checkbox"/> 24 hrs. <input type="checkbox"/> 7 days



5.	<input type="checkbox"/> E-Reserve <input type="checkbox"/> Professor's Book <input type="checkbox"/> Library Book <input type="checkbox"/> Other _____	<input type="checkbox"/> Fair Use <input type="checkbox"/> Public Domain <input type="checkbox"/> Copyright Clearance obtained by professor <input type="checkbox"/> Professor owns copyright	<input type="checkbox"/> Library Use – 2 hrs. <input type="checkbox"/> 24 hrs. <input type="checkbox"/> 7 days
6.	<input type="checkbox"/> E-Reserve <input type="checkbox"/> Professor's Book <input type="checkbox"/> Library Book <input type="checkbox"/> Other _____	<input type="checkbox"/> Fair Use <input type="checkbox"/> Public Domain <input type="checkbox"/> Copyright Clearance obtained by professor <input type="checkbox"/> Professor owns copyright	<input type="checkbox"/> Library Use – 2 hrs. <input type="checkbox"/> 24 hrs. <input type="checkbox"/> 7 days
7.	<input type="checkbox"/> E-Reserve <input type="checkbox"/> Professor's Book <input type="checkbox"/> Library Book <input type="checkbox"/> Other _____	<input type="checkbox"/> Fair Use <input type="checkbox"/> Public Domain <input type="checkbox"/> Copyright Clearance obtained by professor <input type="checkbox"/> Professor owns copyright	<input type="checkbox"/> Library Use – 2 hrs. <input type="checkbox"/> 24 hrs. <input type="checkbox"/> 7 days
8.	<input type="checkbox"/> E-Reserve <input type="checkbox"/> Professor's Book <input type="checkbox"/> Library Book <input type="checkbox"/> Other _____	<input type="checkbox"/> Fair Use <input type="checkbox"/> Public Domain <input type="checkbox"/> Copyright Clearance obtained by professor <input type="checkbox"/> Professor owns copyright	<input type="checkbox"/> Library Use – 2 hrs. <input type="checkbox"/> 24 hrs. <input type="checkbox"/> 7 days
9.	<input type="checkbox"/> E-Reserve <input type="checkbox"/> Professor's Book <input type="checkbox"/> Library Book <input type="checkbox"/> Other _____	<input type="checkbox"/> Fair Use <input type="checkbox"/> Public Domain <input type="checkbox"/> Copyright Clearance obtained by professor <input type="checkbox"/> Professor owns copyright	<input type="checkbox"/> Library Use – 2 hrs. <input type="checkbox"/> 24 hrs. <input type="checkbox"/> 7 days
10.	<input type="checkbox"/> E-Reserve <input type="checkbox"/> Professor's Book <input type="checkbox"/> Library Book <input type="checkbox"/> Other _____	<input type="checkbox"/> Fair Use <input type="checkbox"/> Public Domain <input type="checkbox"/> Copyright Clearance obtained by professor <input type="checkbox"/> Professor owns copyright	<input type="checkbox"/> Library Use – 2 hrs. <input type="checkbox"/> 24 hrs. <input type="checkbox"/> 7 days

PLEASE ATTACH CLEAN PHOTOCOPIES, FLASH DRIVE ,OR CD OR SEND AN E-MAIL WITH AN ATTACHMENT OR URL.

DELIVER TO:

QUEENS
 Dorothy McGovern
 St. Augustine Hall, 3rd Fl.
 8000 Utopia Pkwy
 Queens, NY 11439
reserves@stjohns.edu
 (718)990-6069

STATEN ISLAND
 Virginia Salvione
 Loretto Memorial Library
 300 Howard Ave.
 Staten Island, NY 10301
reserves@stjohns.edu
 (718) 390-4359