

SEMINOLE COMMUNITY LIBRARY @ SPC SEMINOLE CAMPUS
Request to Place Materials on Reserve &
Certificate of Copyright Compliance

INSTRUCTOR

Instructor: _____ Phone: _____ E-mail: _____

COURSE

Course #: _____ (Ex. POS 2041) Course Title: _____

#of Students: _____ Department: _____

RESERVE ITEM

Date Submitted: _____ Session: Fall Spring Summer

School Year: _____

Date item to be placed on reserve: _____ Date to be removed: _____

Title: _____ Author: _____

In-Library Use Only? Yes: _____ No: _____ Duration of Loan: _____
(Example: 2 hours, 4 hours, 1 day, etc...)

Return to Instructor? Yes: _____ No: _____

Will this item be on reserve next semester? Yes No

If you do not own the copyright, the following fields are **also required** for copies.

Title of Journal: _____
(complete citation must be displayed on first page of item and a photocopy of the copyright statement must be presented)

Publication Date: _____ Volume/Issue: _____ Page Numbers: _____

CERTIFICATE OF COPYRIGHT COMPLIANCE

United States Copyright Law, 17 U.S.C. Statute 101, governs the photocopying or other reproductions of copyrighted materials. By signing below you are indicating that you have read and complied with copyright law and the St. Petersburg College Copyright Manual for Faculty and Staff. St. Petersburg College Libraries reserve the right to refuse to accept copied materials for Electronic Reserve if, in its opinion, the fulfillment of the request would violate copyright law.

By signing below, I verify that I am responsible for this material and its placement at the Seminole Community Library Reserve Desk. (check one and sign)

- Complies with the Copyright Law (17 U.S.C.), or
 Permission to copy has been granted by the copyright holder. (Copy of permission statement must accompany this form.)

Signature: _____ **Date:** _____

Questions? Please contact Jennifer Gregor (727-394-6184)