

Connecticut College Libraries
Reserve Copyright Clearance Form
Print or E-Reserve

One Reserve Title Per Request Form

Date: _____ Name: _____
 Department: _____ Course: _____
 Term: *Fall Spring Summer* Year: _____

Type of use (circle): *Print Reserve E-Reserves Coursepack*

Please include as much information as possible
 We *cannot* put an item on Reserve until we have a complete citation

Journal/Book Title: _____

Article/Chap. Title: _____

Author: _____ Year: _____

Volume/Chapter: _____ Issue/Edition: _____ Pages: _____

ISBN/ISSN # _____ # Copies: _____

Publisher: _____

IMPORTANT: Materials placed on reserve that have been purchased or licensed by the library do not require copyright permission. Faculty owned materials, either print or e-reserves, do not require copyright permission for FIRST TIME use, but SECOND TIME and subsequent use requires copyright clearance and the payment of royalty fees. Any charges incurred will be charged to the academic department.

Item to be placed on Reserve as:

(Please be exact—your students and library staff must be able to recognize the item by this entry)

Author's Last Name: _____

Title (38 characters max): _____

For Library Use Only:

CCC claiming

Date Claimed:	Charge	Invoice Verification	Additional Notes