



# Electronic Reserves Request Form

Today's Date: \_\_\_\_\_ Removal Date: \_\_\_\_\_

PROF/TA: \_\_\_\_\_ Ext.: \_\_\_\_\_ Mail Stop: \_\_\_\_\_  
(Last) (First)

Course: \_\_\_\_\_  
(Prefix) (Number) (Title)

New Reserve  Add to Existing Reserve for this course

Access to electronic sound reserves must be limited to students actively enrolled in the above course. Please provide a password of 5-10 characters for this purpose: \_\_\_\_\_

If you wish to be notified when your requested electronic sound reserves are posted and ready to use, please provide a current e-mail address: \_\_\_\_\_

I HAVE READ THE MUSIC LIBRARY RESERVES POLICY AT  
<http://www.library.unlv.edu/music/info/reserves.html>  
AND AM IN COMPLIANCE WITH THE GUIDELINES THEREIN STATED.

By signing I agree that I am solely and wholly responsible for ensuring compliance with copyright law. I also agree that the library reserves the right to refuse placing any materials on reserve if library staff members determine that they are in violation of the **Library Reserve Policy** or **Copyright Law**.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Semester and Year)

## Guidelines for electronic reserves:

### Sound Recordings:

- Source compact discs for all sound recordings placed on electronic sound reserve will be concurrently placed on reserve for use in the Music Library only. The loan period for compact discs placed on reserve will be for 2-hour in-house use only.
- Only sound recordings owned by the library can be placed on electronic sound reserve.
- Sound recordings which students are expected to purchase for course work will not be placed on electronic sound reserve.

### Text Materials:

- The scanner will ONLY accept 8 ½" X 11" paper.
- Items must be free of staples, not folded, dog-eared or tattered, and without black borders or dark pictures.
- Do not use shading over text as this will cause text to be blacked-out once scanned.
- Scans that result in large file sizes may have to be split into multiple files.
- Leave ample margins on all sides; content that is less than ½" from any border may be truncated.

**PLEASE LIST ALL ITEMS ON REVERSE SIDE**

