

## Placing Materials on Traditional and Electronic Reserve

Prepared by:  
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Reserve Materials Collection  
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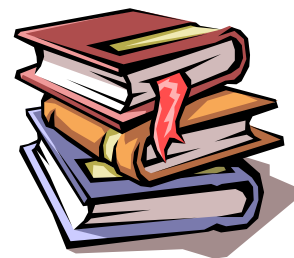
Instructors are reminded that all materials require processing and may not be immediately available to students.

**INSTRUCTOR:** \_\_\_\_\_  
LAST NAME FIRST NAME

**DEPARTMENT / Mailing Address:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_



**COURSE:** \_\_\_\_\_ (ex. HIST 101.04)  
DEPARTMENT ABBREVIATION COURSE NUMBER SECTION #

**COURSE TITLE:** \_\_\_\_\_

**Semester Offered:** Year: 200 \_\_\_\_; Fall \_\_\_\_ Wintersession \_\_\_\_ Spring \_\_\_\_  
Summer: 1st \_\_\_\_ 2<sup>nd</sup> \_\_\_\_ Full \_\_\_\_ Special Session \_\_\_\_

**Please Choose the Reserve System you would like to use:**

Traditional/Media \_\_\_\_ and/or Electronic Reserve \_\_\_\_

**Please choose a CIRCULATION PERIOD for your  
Traditional / Hardcopy Reserve Materials:**

(2 Hour Unrestricted is the default circulation period)

- \_\_\_\_\_ 2 hr reserve: UNRESTRICTED  
Overnight Checkout is Permitted
- \_\_\_\_\_ 2 hr reserve: IN BUILDING USE ONLY  
(7:00 am - 2:00 am)
- \_\_\_\_\_ 4 hr reserve: UNRESTRICTED  
Overnight Checkout is Permitted
- \_\_\_\_\_ 4 hr reserve: IN BUILDING USE ONLY  
(7:00 am - 2:00 am)
- \_\_\_\_\_ 24 hr reserve
- \_\_\_\_\_ 48 hr reserve
- \_\_\_\_\_ Week reserve

**For Electronic Reserve** please include the following  
information for your course web pages:

Student Course Page Password: \_\_\_\_\_

Bulletin Board / Threaded Discussion? Y \_\_\_\_ N \_\_\_\_

Chat Room / Real Time Discussion? Y \_\_\_\_ N \_\_\_\_

**Do you wish an email confirmation when your page is  
available?** Y \_\_\_\_ N \_\_\_\_

**Do you wish to do your own editing, posting or page  
changes?** Y \_\_\_\_ N \_\_\_\_

**If YES, please choose an Instructor Access Password:**

\_\_\_\_\_  
Instructor passwords and logins will be the same for all pages an  
instructor will be administrating.

**Instructor Login = first initial/last name (no hyphen or spaces).**  
Example: Bob Smith = bsmith