

**BILKENT UNIVERSITY LIBRARY**  
**RESERVE REQUEST FORM FOR INSTRUCTORS AND FACULTY**

**1) INTELLECTUAL PROPERTY PERMISSION:**

**Materials for which intellectual property permission is required before being placed in the electronic reserve collection:**

- Class notes
- Exam/problem set
- Solution set
- Other materials instructors have prepared
- Student papers (with the permission of the student as author)

The undersigned understands that all materials made accessible through Electronic Reserves will be made available on the Bilkent Library website for the Bilkent community only.

The undersigned hereby gives permission for distribution of his / her materials, thereby allowing Bilkent-wide access to his/her work.

**2) FAIR USE PRACTICES:**

**Materials that may be placed in the electronic reserve collection without obtaining copyright permission include the following:**

- Government publications
- One chapter from a book
- One article from a journal issue
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper

Note: Material in electronic form is submitted on a 3½" diskette, CD or via e-mail.

**3) COPYRIGHT GUIDELINES:**

**Materials for which copyright clearance is required before being placed in the e-reserve collection:**

- An entire book whether in print or out of print
- Required textbook
- An entire course pack
- More than one chapter from the same book
- More than one article from the same issue of a journal

**Reserve Shelf:** Book that belongs to the Bilkent Library Collection.

Title:.....

Author(s):.....

Call no.:.....

Type Semester/Permanent):.....

**COURSE: Dept** ..... **No.** ..... **Section**.....

**COURSE TITLE:** .....

**INSTRUCTOR:** .....

**PHONE :** ..... **E-MAIL:**.....

**DATE :** .....

**SIGNATURE:** .....