

Closed Reserve Items – Private Copies

Lecturer's own material on loan to library

Check List

1. Complete Personal & Course Details
2. Complete Source Details
3. Print form
4. Sign off on Copyright Declaration
5. Deliver form to library – fax or in person

1. Personal & Course Details

Name:		Email:	
Telephone:		Room number:	Building number:
Course Code:		School:	
Course Title:			
Material required for:		Items are to be:	
<input type="checkbox"/> Semester 1	<input type="checkbox"/> Semester 2	<input type="checkbox"/> Discarded at end of Semester	
<input type="checkbox"/> Semester 3	<input type="checkbox"/> Full year	<input type="checkbox"/> Returned to Lecturer	

2. Source Details – Books, AV, Music

Title:		
Author:		
Chapter No and Title:		
Publishing details		
ISBN	Year	Pages

3. Copyright Declaration

Consult the Griffith University Copyright Guide for information on copyright.

<http://www.griffith.edu.au/ins/copyright/>

I advise that the item is copyright compliant because:

- It is no more than 10% of the total number of pages or it is no more than one chapter; OR
- It is more than 10% or one chapter, but I have established that copies are not available in either hard copy or electronic form within a reasonable time at an ordinary commercial price; OR
- It is more than 10% or one chapter, and copies of the work are available, but I have obtained written permission from the copyright owner to copy and communicate more than 10%.

Signature:Date:

Clear Form Contents

The Library collects, stores and uses borrower information for administrative purposes only. The information collected is confidential and will not be disclosed to third parties without the borrower's consent, except to meet government, legal and other regulatory authority requirements. For further information consult the University's Privacy Plan at www.griffith.edu.au/ua/aa/vc/pp