

## BLACKBOARD INFORMATION AND FORMS

**Instructors currently have the option of making reserve items available to students through the Blackboard interface. All courses have a Blackboard interface. Please follow the guidelines below when submitting items for electronic reserve:**

1. Please complete the submission form. Books may not be placed on Electronic Reserve. A few chapters of a book (not more than five) may be placed on Reserve.
2. Before submitting a reserve request form, all faculty members should check our online catalog ([iLink](#)) and free internet resources to see if the item is available through one of our databases or free on the internet.
3. If possible, instructors should include a copy of the course syllabus for each reserve requested.
4. Instructors must provide authorization for the library to place items on reserve for their course. By signing the submission form, the instructor grants permission for Library Reserves to be added as a "Course Builder" for the specified course for the specified semester. NOTE: Library staff will have access only to the Course Reserves section of Blackboard courses.
5. All copies submitted for e-reserves should be **clean, clear, one-sided copies of 50 pages or less** (for copyrighted material). Black borders should be no wider than ¼ inch to cut down on file size. The recommended paper size is 8 1/2" by 11".
6. All material submitted for electronic reserve **must be submitted at least 5 working days prior to its intended use.**
7. Personal copies of articles will be returned via campus mail at the end of each semester.

Staff Use: S \_\_\_\_\_ B \_\_\_\_\_ Email \_\_\_\_\_ Article title \_\_\_\_\_  
BLACKBOARD AUTHORIZATION REQUEST DATE \_\_\_\_\_ Semester \_\_\_\_\_

## UNO LIBRARY RESERVE REQUEST FORM

Instructors must submit one completed form along with reserve materials for each item every semester that an item is on reserve. All sections of the form must be completed. Incomplete or incorrect forms will be returned to the instructor and will delay processing time.

Print reserve materials should be submitted to the Circulation/Reserve Desk. Questions should be directed to Sherry Vicknair by phone 280-7211 or e-mail [svicknai@uno.edu](mailto:svicknai@uno.edu).

Music reserve materials and all Audio/Visual reserve materials should be submitted to the Library

\_\_\_\_\_  
Date: \_\_\_\_\_

Course Name \_\_\_\_\_

Course Letters \_\_\_\_\_ Course Number: \_\_\_\_\_

Section: \_\_\_\_\_

Semester:  Fall  Spring  Summer  Other \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Campus Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Needed by Date: \_\_\_\_\_

### CITATION

Author/Composer/Performer: \_\_\_\_\_

Book/Recording Title: \_\_\_\_\_

Journal Title: \_\_\_\_\_

Article/Book Chapter Title: \_\_\_\_\_

Volume: \_\_\_\_\_ Number: \_\_\_\_\_ Date: \_\_\_\_\_ Pages: \_\_\_\_\_

Have you used this item previously on Electronic Reserves? *No* *Yes*

When? \_\_\_\_\_

### **WAIVER FOR PERSONAL ITEMS & ACCEPTANCE OF COPYRIGHT RESPONSIBILITY**

My signature below signifies that I have read and understand the library Reserve Guidelines including copyright policies and fair use guidelines. By signing, I accept copyright responsibility for the item listed above.

I authorize the addition of Library Reserves as a Course Builder on my Blackboard Course site for the sole purpose of adding Reserve materials. [E-Reserves Only]

**I also release the library from any damage to my personal books caused by photocopying or handling**

Please check the appropriate box and sign below:

- I have obtained any and all appropriate copyright permission for the item listed above.  
 This item is non-copyrighted or public domain, therefore copyright permission is not required.

\_\_\_\_\_  
Instructor's signature (required) Date: \_\_\_\_\_