

ONLINE AUDIO RESERVES REQUEST FORM

1. In accordance with U.S. Copyright Law (Title 17, USC, Sect. 101) "fair use" policy, streaming audio reserves are available for instructional purposes to Rider/WCC students, faculty, and staff only.
2. A minimum of 14 days is required to process streaming audio reserves requests for materials Talbott library currently owns. More time is necessary for materials that need to be ordered. The library will attempt to purchase a physical copy of the requested material whenever necessary.
3. **The library will only use legally acquired materials for streaming audio reserves.**

Instructor:	Today's date:
Phone number:	
Email:	
Course name:	
Course number:	
Semester:	

Complete and accurate citations are required to insure items are properly represented in the reserve record. If there are multiple tracks that should be streamed as one continuous track, it MUST BE NOTED.

Composer:	
Title:	
Call # (if known):	Track# (if known):
Comments:	
Needed by: (specific date)	

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