

Hawaii Pacific University Libraries

Reserves Request/Consent Form — Student Works

- Use this form for papers, modules, and other items created by students (both originals and photocopies).
- Complete one form per student work to be placed on reserve.
- In compliance with Copyright Law and the Family Educational Rights and Privacy Act (FERPA), student permission must be obtained **BEFORE** the work is placed on reserve.
- All Student Works are Library use only.
- The University Libraries are not responsible for damaged, lost, or stolen reserve materials.

This section to be completed by the requesting faculty member

Date: _____	Department: _____
Instructor name: _____	Course number: _____
Campus address: _____	Course title: _____
Phone: _____	Year: _____
Email: _____	Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Other _____
ALL ITEMS WILL BE REMOVED FROM RESERVE AT THE END OF THE CURRENT SEMESTER unless another date is specified. <input type="checkbox"/> Remove from reserve on: _____	
Title or description of work:	

This section to be completed by the student author(s)

By signing below, I grant permission to place my original work on reserve at Atherton/Meader Library, thereby releasing the University Libraries and Hawaii Pacific University from any copyright or FERPA violations. I understand that my permission will remain in effect until revoked, and that I retain the right to have this item removed from reserve at any time, for any reason.

Student name (print)	Signature	Date

Accepted by (Library staff initials): _____