

*Please print and sign this form and submit it with your media reserves items.*

American University Library  
Media Services Department  
(202) 885-3250

## **Media Services Reserve Materials Deposit Form**

**Faculty Name:** \_\_\_\_\_

I hereby state that the audiovisual material that I am depositing on reserve has been lawfully prepared or acquired.

I understand that any off-air tapes, including those made in the home, may only be kept on reserve for ten consecutive school days from the date of the off-air taping. Use beyond this ten-day period requires copyright authorization. This restriction is imposed in compliance with the Kastenmeier Guidelines for off-air taping for educational purposes ([www.copyright.gov/circs/circ21.pdf](http://www.copyright.gov/circs/circ21.pdf) p.23).

I understand that any materials left on reserve after May 15 of any year will be mailed to my campus address.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Campus Address:** \_\_\_\_\_