

LIBRARY COURSE RESERVES REQUEST FORM

A completed and signed Reserves Request Form must accompany all items. Personal items and photocopies will not be allowed to remain on Reserve more than one semester without written proof of copyright permission.

THIS PORTION FOR OFFICE USE ONLY	
Date submitted:	
Date completed:	
Semester:	

Date:	
Instructor:	
Instructor Email:	Telephone No. or Extension:
Course Name:	Course No.:

Please circle all that apply. Specify *other* circulating rule, *media* or *other* material type.

Library Only:	One Hour	Two Hours	Three Hours	Four Hours
Circulating:	One Day	Two Days	Three Days	Four Days
	One Week	Two Weeks	Three Weeks	Semester
	Other _____			
Renewable:	Yes	No		
Ownership:	Library Owned	Personally Owned		
Type:	Book	Article	Folder	
	Media _____		Other _____	

Permission to affix a permanent barcode, security element and pocket to my items: I understand that not allowing the security element may limit library staff's ability to prevent unauthorized removal of item from the library.

Allow _____ Do not allow _____

Note: The library will not charge patrons for any lost or damaged material that belongs to a faculty member. The faculty member will be notified of the loss/damage.

Copyright Warning

The copyright law of the United States (Title 17, U.S.C.) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or other reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for or later uses a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement.



I understand the requirement of copyright compliance. I understand that at the end of the semester, personal items without current copyright permission will be removed from Reserves and returned to me.

Instructor's signature: _____

LIBRARY OWNED BOOKS:

TITLE	AUTHOR	CALL NO.	CHAPTER/PAGES

PERSONALLY OWNED BOOKS:

TITLE	AUTHOR	CHAPTER/PAGES

SPECIAL INSTRUCTIONS:
