



Reserve Request Form

Copyright Law (Title 17 U.S. Code) applies to all photocopied or electronically scanned materials. Reserve policies only allow for copyrighted material to remain on Reserve for the semester they are offered. Instructors should obtain copyright clearance for material they wish to reuse.

PLEASE READ AND ACKNOWLEDGE THE FOLLOWING TERMS OF USE:

Personal copies may be placed on reserve with the knowledge that, while security is provided, loss, theft, and damage is possible and the library will not be responsible in such an event.

Interlibrary Loan books and materials borrowed from video rental stores will not be placed on reserve.

Materials are processed in the order they are received and may not be immediately available for use.

INSTRUCTOR/OWNER:

Would you like the material also available to all sections of this course?

COURSE:

(ex. ENGL 110)

COURSE TITLE:

SEMESTER OFFERED: Fall Spring May Summer

LOCATION WHERE MATERIAL SHOULD BE RETURNED: "

.....Office #qt'O ckdqz 'rqecvqp

DATE MATERIAL REMOVED FROM RESERVE?:

- At semester end
- At academic year end
- Other:

(If no date is specified, items will be removed at the end of the current semester. Items cannot stay on indefinitely.)

For Physical Reserve Items: please use the back of this page to indicate checkout periods for each item. If not specified, all material will default to 2 hour checkout period, in library use only.

For Electronic Reserve Items: please include the following information:
Would you like an email confirmation when your page is available?
Do you wish to receive a PDF copy of the material sent to your email after created?

