

TRADITIONAL RESERVE REQUEST FORM

Date Submitted: _____
Date Completed: _____
Semester: _____

Date: _____

Instructor: _____

Instructor Email: _____

Telephone: _____

Course Name/No.: _____

TYPE OF RESERVE (Please check)

[] Traditional Reserve

(If Traditional, please give checkout limits)

[] Library Only

[] One Hour [] Two Hour [] Three Hour

[] One Day [] Two Day [] Three Day

[] One Week [] Two Week [] Three Week [] Other: _____

TYPE OF ITEM (Please check)

[] Library Owned

[] Personally Owned

[] Book [] Article [] Folder [] Audiotape [] Videotape [] DVD [] CD-Rom [] Electronic Email [] CD

Other: _____

PLEASE NOTE:

- > Personal items will be barcoded and incorporated into the library's security system.
> A completed Reserve Request Form must accompany items. Items will not be processed without the completed form.
> Personal items will not be allowed to remain on reserve more than one semester without written proof of copyright permission. (This includes photocopied articles.)

****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 USE ONLY:

Table with 2 columns: Description (Received by, Title Searched by, Item Processed by) and Date.

