

# RESERVE REQUEST FORM

## INSTRUCTIONS

1. Please fill in all information including complete Title and Author.
2. Library owned media materials may be placed on reserve in increments of 30 days.
3. Sign and date the bottom of the form.  
All items will be returned by Campus Mail after Spring Semester.

Instructors Name \_\_\_\_\_

Phone Numbers: Work \_\_\_\_\_ Home \_\_\_\_\_ College Mail Code \_\_\_\_\_

Class & Number \_\_\_\_\_ Dept. \_\_\_\_\_

Date needed to be on Reserve by: Date \_\_\_\_\_

Return Items to: Name \_\_\_\_\_ Mail Code \_\_\_\_\_

Regular Reserve Only     E-Reserve Only     Both Regular & E-Reserve    **PASSWORD:** \_\_\_\_\_

Approved	AUTHOR	TITLE	Use the Title your students will ask for	Item	Library Assigned #	Barcode	Library use

**Copyright Law** The copyright law of the United States (Title 17, United States Code) 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.

## Authorized Request That Copied Materials Be Placed On Reserve

I certify that:

- 1 To the best of my knowledge this request to place materials on reserve in no way violates copyright law or vendor licensing agreements and is in complete harmony with the intent and rules governing the "fair use" of copyrighted materials.
- 2 I have provided the Library with a copy of the written permission or licensing agreement from the Publisher/Vendor for items not permitted within the "Fair Use" limits.

**ON** \_\_\_\_\_  
 Instructors Signature                      Date Received                      Staff Taking in Reserve                      Staff Approving Use

**OFF** \_\_\_\_\_  
 Name of person taking item off Reserve                      Date picked up                      Staff taking item off Reserve                      -----more lines over page-----

