



Library Services

Course Reserve Request Form

Instructor: _____ Semester: _____

Date: _____

Course Name/Number: _____

Please use a new form for different courses.

Phone: _____

E-mail: _____

Title & Author	No. of Copies ¹	Personal Copy ²	Return Date ³	Circulation terms ⁴

If you need more space, list any additional items on the reverse.

¹ Number of copies provided. Instructor is responsible supplying all materials/copies that are not already owned by the Library.

² Are the materials being placed on reserve owned by library or the instructor? (The library is not responsible for loss or damage to personal materials placed on reserve.)

³ In accordance with copyright law materials will be removed from reserve at the end of the semester, unless the instructor specifies an earlier date. Instructor assumes responsibility for copyright clearance.

⁴ Other than textbooks (4 hours), reserve items normally circulate for 2 hours, library use only, unless otherwise specified by you. Keep in mind the materials being placed on Reserve, what the students will need them for (e.g., copying or in-depth reading), the number of students in your classes and number of copies available when deciding how long an item will circulate. We can meet your specific needs.

- Please note that it may take 2 days for materials to be ready for student use.

Instructor's Signature _____ Date _____

Received by _____ Date _____

Processed by _____ Date _____