

Reserve Request Form

Please fill out this form online and print (using the print button on your browser) and bring to the Reserve Desk with your materials to be placed on reserve.

Instructor: _____ **Date:** _____

Department: _____

Course Name: _____ **Course Number:** _____

Date to be Removed from Reserve: _____

I will pick up my materials at the end of the semester.

Return my materials through inter-campus mail at the end of the semester.

Discard my materials at the end of the semester.

Return materials to the collection at the end of the semester.

Loan Period Choices:

One hour (Library use only)

Two hours (Library use only)

Three hours (Library use only)

One day and Overnight (brought back anytime the next day)

Three days

One week

Item 1

Author _____

Title _____

Call Number _____

Item 2

Author _____

Title _____

Call Number _____

Item 3

Author _____

Title _____

Call Number _____

Item 4

Author _____

Title _____

Call Number _____

Item 5

Author _____

Title _____

Call Number _____

Item 6

Author _____

Title _____

Call Number _____

Item 7

Author _____

Title _____

Call Number _____

Item 8

Author _____

Title _____

Call Number _____

Item 9

Author _____

Title _____

Call Number _____

Item 10

Author _____

Title _____

Call Number _____

Warning Concerning Copyright Restrictions

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 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. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Signature of Instructor _____