Course Reserves Request Form

Course Information

INSTRUCTOR: ____________________________________________________________

COURSE NUMBER: ____________________________

COURSE NAME: ________________________________________________________

LOAN PERIOD: 2 HOUR □ 4 HOUR □ 1 DAY □ 2 DAY □ 7 DAY □

RESERVE PERIOD: One term/semester □ Two terms/semesters □ Other: ___________

Special Instructions: ____________________________________________________

Material Information

Please list the titles of the materials (books/videos/DVD’s etc.) to place on reserve:

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Personal copy □ Library copy □

Disclaimer and Signature

- This material belongs to me, to my department, or to the Library.

- This request complies with the provisions of Public Law 94-553, Chapter 1, sec. 107 and 108 and the Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions as specified in House Report 94-1476.

- The Library is not responsible for loss of or damage to personal copies of materials placed on Reserve.

Signature: _____________________________________________ Date: ________________