Course Reserves – Request Form

[Please allow 48 hours for items to be processed and available on-reserve.]

Course ID: ____________________ Course Name: __________________________________________

Section #: _____________________ Instructor: ____________________________________________

Office Location: ________________________________ Department: _________________________

Reserve Period:  □ Summer 20__ □ Fall 20__ □ Spring 20__

Loan Period:   □ 1 Day   □ 3 Day   □ 7 Day

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Call #</th>
<th>Barcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

By signing below, the requestor acknowledges:

1. By default, items will be placed on reserve for one semester.
2. All material will be removed from reserve at the end of the term selected above.
3. Personal copies will be returned via campus mail.
4. The library cannot be held responsible for any personal copies lost or not returned.
5. Materials will be barcoded unless otherwise advised.
6. The library will not be responsible for obtaining copyright permissions for course reserves.
7. Materials are within the scope of “fair use” as defined by Section 107 of the U.S. Copyright Act.

Requestor’s Signature: _____________________________________________ Date: ________________

Date Completed: ____________________ Staff Initials: ____________