

**Reserve Request**

*\*Please expect at least a 48 hour processing time before your reserves will be available for use.*

Instructor Name: \_\_\_\_\_ Date Item(s) Received: \_\_\_\_\_

<b>START DATE:</b>  (date reserve is to be available for use*)	<b>END DATE:</b>  (date on or before __/__/20__ end of semester)
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Course Title: \_\_\_\_\_

Department/Course Number: \_\_\_\_\_ Number of items \_\_\_\_\_

**Circle One (1):**

<b>IN-HOUSE ONLY</b> Cannot leave the library	<b>OVERNIGHT CHECKOUT</b> charged out any time due back by closing next day	<b>3 DAY</b> charged out any time due back by closing three (3) days later	<b>7 DAY</b> charged out any time due back by closing seven (7) days later
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Please be aware: a barcode is the only thing we will permanently attach to your items.

See back for partial list of items **NOT** eligible for reserve.

**All photocopy items must have citation information attached.**

(see back of form for type of information needed)

*Please remember we will be happy to comply with any reasonable special request as long as it is within copyright law, our consortium agreement, and library procedures.*

Special notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Source of Material (Citation) if not readily apparent:

Title \_\_\_\_\_

Author: \_\_\_\_\_ Year Published/Produced: \_\_\_\_\_

Journal/Magazine/Newspaper: \_\_\_\_\_

**\* See the back for detailed policy**

Any items that exceed limits or do not comply with copyright law or library procedure will be returned via inter-campus mail.

1. Personal materials (such as books or videos) may be placed on reserve.
  - a. Staff will label, theft strip, and barcode all personal materials.
  - b. Be sure your name is on your materials, and please do not place valuable or irreplaceable items on reserve.
  - c. The library will not be responsible for missing items.
2. Items that will NOT be put on reserves.
  - a. Items that have been borrowed through inter-library loan (ILL).
  - b. Items that are "homegrown" (i.e. a show that was recorded off TV)
  - c. Photocopies of an original work not owned by either the library or the instructor.
  - d. Photocopies that make up more than 10% of the original work. (i.e. book or magazine, An entire article **can** be put on reserve provided it isn't more than 10% of the publication.)
  - e. More than two (2) photocopies of any items that the original is owned by either the library or the instructor.
3. Materials will not be shared between instructors without written permission from the faculty member placing the item on reserve.
4. Library staff will NOT accept verbal messages from students about permissions to use the materials.
5. Most materials require 2-4 days processing time. By submitting your reserve lists early and/or gathering materials from library shelves, you may shorten the processing time.
6. Reserve materials are in library staff area and are not available for general browsing. There is a reserve folder available at the circulation desk with items listed by Instructor/class #
7. Library staff will follow the instructions on this form.