

**Reserve Request Form**

[one item per request form]

Term: \_\_\_\_\_ Name: \_\_\_\_\_ Extension: \_\_\_\_\_

Email: \_\_\_\_\_ Course: \_\_\_\_\_

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Preferred Loan Period: \_\_\_ 2 hours (in-house) \_\_\_ 1 day \_\_\_ 3 days \_\_\_ 7 days

Book: Title: \_\_\_\_\_

Author: \_\_\_\_\_

Article: Title: \_\_\_\_\_

Author: \_\_\_\_\_

Source (title/vol./yr.): \_\_\_\_\_

Other: Title: \_\_\_\_\_

Type of item: \_\_\_\_\_

\_\_\_ I am in compliance with the U.S. Copyright Act (Section 107 of Title 17, *United States Code*).

or

\_\_\_ I release copyright on materials I created (e.g. problem sets).

The library is not responsible for the loss or damage of personal items placed on Reserve.

Items will be placed on Reserve on a first-come-first-processed (ASAP) basis. Every effort will be made to process items as quickly as possible; however, when making assignments please bear in mind that it normally takes several days to process requests.

The **minimum processing time is 24 hours** – to place or to remove items.

The Reserve Room/Collection closes at the end of each term. ALL items are returned to faculty (via campus mail to departmental offices) prior to the start of the next term.

Signature (blue ink only): \_\_\_\_\_ Date: \_\_\_\_\_

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Date Received:	Received by:
Date Processed:	Barcode: