

Library Reserve Form

For physical non-textbook materials only. See a librarian for information on texts and e-reserves.

- **Please fill out the following form and deliver to Sarah or Andrea with reserve item(s).**
- **Please fill out a new sheet for each course. You may put multiple items FOR THE SAME COURSE on one sheet. (More room on back.)**

Faculty name: _____

Course title: _____

Course number: _____ Est. number of students in class: _____

Article or chapter title: _____

Journal, newspaper, video or book title: _____

Publication date: _____ Page _____ to _____

This item (check one):

- is not subject to Fair Use Guidelines
- satisfies Fair Use Guidelines
- is used with permission of the copyright holder

Type of reserve (check one):

- Regular Reserve** – may be checked out for 2 hours of IN LIBRARY USE.
- Overnight Reserve** – may be taken home for 4 nights with NO RENEWALS. Not available for items that would not normally be allowed out, e.g. Reference material, certain library-owned videos, etc. Please talk to a librarian if you need clarification.

If you own the item, what is the replacement cost? _____

Remove from reserve: Last day of semester or date: _____

Article or chapter title: _____

Journal, newspaper, video or book title: _____

Publication date: _____ Page _____ to _____

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