

Academic Reserve Request Form

Important please read:

Please submit this reserve request form to the library course reserve coordinator one month in advance before the actual date the item is to be available for student use. This will allow sufficient time to recall materials that may not be available for use.

Copyright Law

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies and other reproductions of copyrighted material. Reproduced materials must not be "used for any purpose other than private study, scholarship or research." Exceeding this "fair use" restriction may make the requester liable for copyright infringement. The library reserves the right to refuse a request that would involve violation of the copyright law.

I have read the above statements and verify that in placing materials on library reserve, I have complied with the copyright law.

Professor's Signature: _____ Date: _____
Print Professor's Name: _____
Department: _____ Box No.: _____
Phone: _____ Pager: _____
Email Address: _____

Course Information

Please provide your course information below.

Reserve materials are indexed by class date and are filed under the course name and instructor.

Course Information

Course Name: _____
Course Number: _____
Reserve begins (MM/DD/YY): _____
Reserve ends (MM/DD/YY): _____
Estimated Number of Students: _____