BORTZ LIBRARY COURSE RESERVES FORM

Bring library items and completed form to the Circulation Desk. Indicate which items are assigned first in the syllabus. Allow at least 48 hours for processing. Questions may be directed to Bret Peaden (223-6278, H-SC Box 7.)

A faculty member may place original, library-owned materials or personally owned copies on reserve. Interlibrary loan items may not be placed on reserve.

MAY WE AFFIX A BARCODE AND TREAT PERSONAL COPIES FOR SECURITY PURPOSES? Yes______ No______

Photocopied materials must adhere to the guidelines of the Copyright Laws of the United States (Title 17 Use Code.)

- Multiple photocopies of the same article are not permitted. Copies may not be retained on reserve for more than one term unless permission has been obtained from the Copyright holder(s.)

- The library will not accept course packs of readings for reserve unless permission to reproduce and distribute copies has been obtained. Copying without copyright permission shall not be used to create, replace, or substitute for anthologies, compilations, or collective works.

DATE ______________ PROFESSOR ________________________________________________________________

COURSE (Department, Number, Name):

________________________________________________________________________________________________

Type of Reserve: IN LIBRARY USE ONLY ____ 1 Hour ____ 2 Hours ____ 3 Hours

IN/OUT OF LIBRARY USE ____ 3 Days ____ 5 Days

Date item may be removed if less than one semester: _____________

Materials should be removed from Reserve no later than the end of the academic year.

Title/Call Number __________________________________________________________

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