

RESERVE FORM

Date: _____

For Semester: _____

Instructor: _____

Department: _____

Course Number: _____

Course Name: _____

Do you wish **BOOKS/VIDEOS** to be removed from reserve at the end of the semester?

YES _____ materials will be removed & returned to you/returned to the main collection.

NO _____ materials will remain on reserve for a maximum of two years.

Do you wish **ARTICLES** to be removed from reserve at the end of:

_____ One semester per year -- If not a traditional semester class, begin date: _____ end date: _____

_____ Second use possible, non-consecutive semester for same course

Third use requires permission from copyright holder.

PLEASE NOTE:

- Submission of personal items to be placed on reserve implies permission for the placement of barcodes and labels on them.
- No library PERIODICALS or REFERENCE BOOKS will be put on Reserve. No materials from another School or Library may be placed on Reserve.
- When requesting that CUW Library books be put on reserve, please PULL THEM OFF THE SHELVES YOURSELF and bring them to the Library office so that you can verify their presence.
- Please ALLOW US 48 HOURS to get items on reserve BEFORE announcing them to your class.
- Faculty members please sign the Copyright Reminder below.

NOTICE: Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order, if in its judgment, fulfillment of the order would involve violation of copyright law.

Signature

Date

Please list items by Title and Author and indicate your desired checkout period for each piece.

CHECKOUT PERIOD

- | | |
|-----------|--------------------------|
| 1. _____ | 2 hr 24 hr 3 days 7 days |
| 2. _____ | 2 hr 24 hr 3 days 7 days |
| 3. _____ | 2 hr 24 hr 3 days 7 days |
| 4. _____ | 2 hr 24 hr 3 days 7 days |
| 5. _____ | 2 hr 24 hr 3 days 7 days |
| 6. _____ | 2 hr 24 hr 3 days 7 days |
| 7. _____ | 2 hr 24 hr 3 days 7 days |
| 8. _____ | 2 hr 24 hr 3 days 7 days |
| 9. _____ | 2 hr 24 hr 3 days 7 days |
| 10. _____ | 2 hr 24 hr 3 days 7 days |
| 11. _____ | 2 hr 24 hr 3 days 7 days |
| 12. _____ | 2 hr 24 hr 3 days 7 days |
| 13. _____ | 2 hr 24 hr 3 days 7 days |
| 14. _____ | 2 hr 24 hr 3 days 7 days |
| 15. _____ | 2 hr 24 hr 3 days 7 days |
| 16. _____ | 2 hr 24 hr 3 days 7 days |
| 17. _____ | 2 hr 24 hr 3 days 7 days |
| 18. _____ | 2 hr 24 hr 3 days 7 days |

OFFICE USE ONLY:

Entered: _____

Removed: _____

Letter Sent: _____

Article(s) Returned to Professor on: _____
(date)

_____ 1st time on Reserve _____

_____ 2nd time on Reserve _____
(check) (date / term)