

Instructor Last Name: _____

Instructor Signature: _____

Instructor First Name: _____

Department: _____

Library Reserve Request Form

Instructor Phone #: _____

Instructor responsible for copyright clearance.
See back of sheet for more information.

Note: The Library is not responsible for lost or stolen reserve items.

Please initial: _____

STAFF USE ONLY

Course Name / Number	Title of Reserve Item	Check out Period (see back of sheet)	Duration of Reserve (please select)	# of Copies	Date on & Staff Init.	Date Off_ & Staff Init.	Item Barcode #
		If other:					
		If other:					
		If other:					
		If other:					

STAFF USE ONLY

Course Name / Number	Title of Reserve Item	Check out Period (see below)	Duration of Reserve (please circle)	# of Copies	Date on & Staff Init.	Date Off & Staff Init.	Item Barcode #
		If other:					
		If other:					
		If other:					

Checkout Period Options

- Not to leave the library / 2 hr. reserve in library
- Overnight
- 2 day loan
- 3 day loan
- 5 day loan
- 7 day loan
- 14 day loan
- 21 day loan
- Other (please specify)

Copyright Information:

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain condition 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.

Instructions:

Please allow 2-4 days to have items processed for student access. Library staff may contact you if there are any questions regarding your course reserve items. If an instructor would like to modify the existing check-out period of a reserve item for a particular student, the instructor must contact library staff/faculty to confirm this. All reserve materials, including personal items, are subject to overdue notices, replacement/lost notices, and applicable fines.

When you no longer need material on reserve, please notify library staff and then pick up your course reserve items in a timely manner. The library needs to know when an item is being taken off reserve; please do not remove your items from the reserve room without the knowledge of library staff/faculty.

Return Form:

Please email completed request form to ARCC.Library@anokaramsey.edu