West Library Reserve Request Form

The copyright law of the United States governs the making of photocopies and other reproductions of copyrighted material. Exceeding “fair use” as delineated in Section 107 of Title 17, United States Code, may hold the requester liable for copyright infringement. The library reserves the right to refuse a reserve request that would involve violation of copyright law. Please refer to Bruwelheide’s The Copyright Primer for Librarians and Educators, 2nd ed.

Instructor’s Name: ________________________________ Instructor’s Phone: __________

Instructor’s ID #: __________________________ Course: ____________________________

1. Item title:  __________________________________________________________________
   Barcode (Library use only) : ______________________

2. Item title:  __________________________________________________________________
   Barcode (Library use only) : ______________________

3. Item title:  __________________________________________________________________
   Barcode (Library use only) : ______________________

4. Item title:  __________________________________________________________________
   Barcode (Library use only) : ______________________

5. Item title:  __________________________________________________________________
   Barcode (Library use only) : ______________________

Please list any additional items on the reverse side of this form.

Reserve Type
____ 2 Hour in Library
____ 1 Day outside Library
____ Other (please specify): ________________________________________________

Reserve End Date: __________________________

After three email notices, expired reserve items will either be returned to the general collection or removed from the reserves section.

Library Use Only

Placed on reserve by: __________________________ Date: __________________

Removed from reserve by: __________________________ Date: __________________