

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:* _____