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Reserve Request Form (Photocopy)

Please check one: ☐ **Stevenson** ☐ **Clearfield**

Instructor Name_____ Phone: _____

Course Name: _____ Course Number: _____

Dates materials should be on reserve: from: _____ to: _____

Loan Period 2-HOUR LIBRARY USE ONLY

- Limit of 5 copies per title.
- Please allow 3-4 business days to process.
- Personal copies may be placed on reserve, but the library assumes no responsibility for their protection beyond that given to its own.
- It is the responsibility of the faculty to follow all copyright laws when placing items on reserve.
- Photocopies placed on reserve will not be circulated overnight without written permission from the professor.
- Up to 15% of a book can be photocopied and placed on reserve and must meet with fair use guidelines.
- Student consent forms must be included with copies of student works being placed on reserves. Student privacy is protected by federal law under the Family Educational Right to Privacy Act (FERPA).

This material meets fair use guidelines ☐ I have obtained permission ☐

Signature _____ Date _____

Call Number	Author	Title	Anticipated First Use