

**LIBRARY RESERVE FORM - BOOKS**  
Reserve Materials Must Comply With Copyright Regulations

Instructor \_\_\_\_\_ Ext. \_\_\_\_\_ Office \_\_\_\_\_

Last Name First Name

Course Name & No. \_\_\_\_\_

Date on Reserve \_\_\_\_\_ Date Off \_\_\_\_\_

Other Instructors Whose Classes May Also Use This Material \_\_\_\_\_

Use: Room Use Overnight 1 Week Other \_\_\_\_\_ Where Can We Return Materials? \_\_\_\_\_  
(circle one)

BOOK		BOOK	
Title			
Author			
Publisher			
ISBN #			
Copyright Date			
Edition			
Pages or Chapters			
Type of Reserve: <input checked="" type="checkbox"/> Print <input type="checkbox"/> Electronic <input type="checkbox"/> Both	Barcode	Barcode	
BOOK		BOOK	
Title			
Author			
Publisher			
ISBN #			
Copyright Date			
Edition			
Pages or Chapters			
Type of Reserve: <input checked="" type="checkbox"/> Print <input type="checkbox"/> Electronic <input type="checkbox"/> Both	Barcode	Barcode	
BOOK		BOOK	
Title			
Author			
Publisher			
ISBN #			
Copyright Date			
Edition			
Pages or Chapters			
Type of Reserve: <input checked="" type="checkbox"/> Print <input type="checkbox"/> Electronic <input type="checkbox"/> Both	Barcode	Barcode	

Your signature certifies that the above listed materials to be Placed on reserve are not copyrighted or comply with federal Copyright laws for LRC reserve use.

**24 HOURS NEEDED TO PLACE MATERIALS ON RESERVE**

Circulation Staff Member Taking Request:

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_