

**LIBRARY RESERVE FORM - MEDIA**  
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)

MEDIA		MEDIA	
Title (Name)			
Format			
Director			
Distributor			
Copyright Date			
ISBN #			
Type of Reserve: <input checked="" type="checkbox"/> Print <input type="checkbox"/> Electronic <input type="checkbox"/> Both	Barcode	Barcode	Barcode
MEDIA		MEDIA	
Title (Name)			
Format			
Director			
Distributor			
Copyright Date			
ISBN #			
Type of Reserve: <input checked="" type="checkbox"/> Print <input type="checkbox"/> Electronic <input type="checkbox"/> Both	Barcode	Barcode	Barcode
MEDIA		MEDIA	
Title (Name)			
Format			
Director			
Distributor			
Copyright Date			
ISBN #			
Type of Reserve: <input checked="" type="checkbox"/> Print <input type="checkbox"/> Electronic <input type="checkbox"/> Both	Barcode	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 \_\_\_\_\_

Forms not filled out completely will be returned to the requestor.