

RESERVE REQUEST FORM

FILL OUT ONE FORM PER COURSE

I. Instructor Information

Name (last, first): _____ Date: _____
UVID#: _____ Department: _____ Office #: _____ Mail Stop#: _____
Phone: _____ E-mail: _____

II. Checkout Information

Class name and course number: _____

Type of checkout (check one):

- 2 Hour (Standard) 1 Day
 4 Hour 3 Days
 Other (please specify) _____

III. List all items on the back of the document

****PLEASE NOTE:** All reserve items will be processed with multiple labels and lamination on the cover and spine. Items will be subject to heavy wear and tear as well as be susceptible to damage and/or theft.**

Withdrawal Procedures

Remove these items from Reserve:

- End of Fall Semester End of Spring Semester End of Summer Semester

Upon withdrawal please:

- Return my removed items to me.
 Donate removed items to Fulton Library.

****Please contact Print Reserves, x8782, regarding placing items on Textbook Reserve for longer than one year.****

Under "Fair use" guidelines, **copies of published items can be placed on Reserve for one semester only** (this rule does not apply to original items – e.g. books, journals, exams). If you wish the copy to be placed on Reserve after the first semester, we can pursue copyright clearance.

I certify that:

1. This request in no way violates copyright law.
2. I have read the Library's document "Photocopies, Copyright Law and Library Reserve."
3. I am currently seeking copyright permission, if needed.

Instructor Signature

Date

*****STAFF USE ONLY*****

Initials: _____ **Date:** ____/____/____

FULTON LIBRARY RESERVE REQUEST FORM (cont'd)

Title of Book/Video/Other: _____

Author/ Editor/ Creator: _____

Edition or Date Published: _____ ISBN Number: _____

Item Type: Book DVD Blu-Ray Other (please specify):_

Owner: Personal Copy Library Copy - Barcode: _____

Title of Book/Video/Other: _____

Author/ Editor/ Creator: _____

Edition or Date Published: _____ ISBN Number: _____

Item Type: Book DVD Blu-Ray Other (please specify):_

Owner: Personal Copy Library Copy - Barcode: _____

Title of Book/Video/Other: _____

Author/ Editor/ Creator: _____

Edition or Date Published: _____ ISBN Number: _____

Item Type: Book DVD Blu-Ray Other (please specify):_

Owner: Personal Copy Library Copy - Barcode: _____

Title of Book/Video/Other: _____

Author/ Editor/ Creator: _____

Edition or Date Published: _____ ISBN Number: _____

Item Type: Book DVD Blu-Ray Other (please specify):_

Owner: Personal Copy Library Copy - Barcode: _____

Title of Book/Video/Other: _____

Author/ Editor/ Creator: _____

Edition or Date Published: _____ ISBN Number: _____

Item Type: Book DVD Blu-Ray Other (please specify):_

Owner: Personal Copy Library Copy - Barcode: _____

Title of Book/Video/Other: _____

Author/ Editor/ Creator: _____

Edition or Date Published: _____ ISBN Number: _____

Item Type: Book DVD Blu-Ray Other (please specify):_

Owner: Personal Copy Library Copy - Barcode: _____