

COURSE RESERVE REQUEST FORM

Circulation Department Staff will process materials in the order received, and these items will be available on reserve status *only during the semester in which the course is being taught*. Materials should be presented to the Circulation Department at least one working week prior to the date when items will be needed in order to permit adequate time for necessary processing.

I request that this item be placed on

_____ Closed Reserve (2 hour, in-library use; only option for items not belonging to the library)

_____ 1 Day Reserve

_____ 3 Day Reserve

for use during the _____ semester in course number _____. Items will be removed from Course Reserve in accordance with Library Policy & Procedures Memorandum #8 (<http://www.angelo.edu/services/library/policies/ppm8.htm>).

Students will expect this item to be identified as: _____

Copyright Acknowledgments

A. I acknowledge having read the Porter Henderson Library's Reserves Policy (<http://www.angelo.edu/services/library/policies/ppm8.htm>) and agree that the materials I submit to Reserves are in compliance with US copyright law.

Faculty Member's Name, printed or typed

Faculty Member's Signature

The following statement must be completed and signed for each photocopied title submitted for placement in the Course Reserve Collection; books or complete issues of journals do not require completion of this portion of the form.

B. When required, I received written permission from the copyright holder to provide access to the item I am submitting to Reserves.

(title of article, chapter, or excerpt attached to this form)

(author of article, chapter, or excerpt attached to this form)

(complete bibliographic citation of book, journal, or other source from which attached photocopy was obtained)

(other relevant information pertaining to the attached photocopy)

Faculty Member's Name, printed or typed

Faculty Member's Signature

FOR STAFF USE ONLY:

Received by: _____

Time and Date Received: _____

Processed by: _____

Time and Date Processed: _____

Other relevant information: