

Faculty Course Reserves Request Form

Copyright Compliance

All photocopied material is in compliance with fair-use guidelines or has been copied with permission of the copyright holder.

I have read and I understand the Copyright Compliance statement above.

_____ Instructor Signature (required)

Course Abbreviation: _____
 Course Title: _____

Instructor: _____

Office & Campus Mail Stop: _____

Office Phone: _____

Date: _____

*Username: _____ *Password: _____

*For Electronic Reserves, that require the use of copyrighted material, you must choose a username and password. The username and password are case sensitive. If left blank on this form the term 'library' (all lower case, no marks) will be used for both fields.

Material type (see codes below)	Title and Author (please print legibly)	Loan Period (see codes below)	Terms on Reserves (see codes below)	Term Previously on ELECTRONIC Reserves	Staff Initial

Use	Material Type Description
OB	OIT Book
PB	Personal Book
CN	Class Notes
HS	Homework/Solutions
PR	Photocopied Readings
V	Video (disc or tape)
O	Other (describe)

**Please allow a minimum of
 24 hours for processing –
MORE at the beginning of
 each term.**

Use	Loan Period		Terms On Reserves	
	Description	Use	Description	Use
2H	2 hrs. in Library	F	Fall	
ER	*Electronic Reserves	W	Winter	
1D	1 Day checkout	SP	Spring	
7D	7 Day checkout	SU	Summer	
		A	All Year	

*Electronic Reserves

Check here if you plan to add material over the course of the term(s) designated above. You will need the Electronic Reserves Record Sheet (purple form) to add additional material. Check here if you would like a 3-ring binder placed on the shelves in addition to electronic versions.

Millennium created: _____ on _____ / _____ / _____ Deleted: _____ / _____ / _____
 (initial) (initial) (initial)