



LIBRARY RESERVE REQUEST FORM

The purpose of placing materials on Library Reserve is to make materials readily available to a large number of students within a relatively short period of time.

The Yocum Library collection materials, as well as instructor's personal or divisional educational materials may be placed on Library Reserve as a resource for students in support of classroom instruction.

Instructors select and provide all Library Reserve materials and determine, in conjunction with Library staff, the restrictions to be placed on the circulation of Library Reserve materials. Articles/excerpted materials may be placed on Library Reserve in conformity with copyright laws. For help on this issue, check The Yocum Library Reserves Policy on the Yocum Library web site or the suggested copyright-related web sites under "Library Services for Faculty & Staff" on the Yocum Library web site.

Please complete this form for each Library Reserve item.

Instructor's Name: _____

Ownership: Yocum Library's copy / Instructor's copy / Division's copy / Other _____

Semester / Session: Fall / Spring / Summer / Other _____ **20** _____

Course: _____

Circulation period: Library Use Only / Overnight / 2 Day / 1 week / Other _____

Item Description: _____

- **Please place this item on Library Reserve at The Yocum Library for this Semester/ Session.**
- **I verify that the use of this item conforms with copyright law.**

Signed _____ **Date** _____