

Request to Put Materials on Library Reserve

(Please allow one week for processing materials for the Reserve Collection)

Instructor's Name
Campus Phone

Today's Date

E-mail

General CSM Reserve Guidelines

1. All materials are subject to applicable U.S. copyright laws. CSM Library reserves the right to refuse to accept a reserve request if it is judged that fulfillment of the request would involve a violation of copyright law. It is the instructor's responsibility to demonstrate "fair use" of reserve materials.
2. CSM Library books or other materials from the library's General Collection may be placed on reserve for one semester.
3. Authorized duplicates of copyrighted **printed** material, whether photocopies or digital files may be placed on reserve for one semester.
4. Materials belonging to any other library or library system may not be placed on reserve at CSM.

Description of Materials

1. Item Type (Check One) Book Articles Notes/Test Other

Title _____ Author _____

Number of Copies _____ Call # (CSM Library Books Only) _____

Course Name(s) and Number(s) _____

How long can item(s) be borrowed? 2 Hours 3 Hours

1 Day 3 Days 7 Days

Date item(s) to be removed from Reserves: _____

All items will be returned through campus mail

2. Item Type (Check One) Book Articles Notes/Test Other

Title _____ Author _____

Number of Copies _____ Call # (CSM Library Books Only) _____

Course Name(s) and Number(s) _____

How long can item(s) be borrowed? 2 Hours 3 Hours

1 Day 3 Days 7 Days

Date item(s) to be removed from Reserves: _____

All items will be returned through campus mail

Additional Information or Special Instructions:

Please bring the completed form and materials to be placed on Reserve to the CSM Library Circulation Desk.

Lib. Use Only

Date on Reserves _____ Init. _____ Date off Reserves _____ Init. _____

_____ Item(s) Picked-up by Instructor _____ Item(s) Mailed to Instructor Date _____